



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

[www.sittingbull.edu](http://www.sittingbull.edu)

701.854.8000

## EMPLOYMENT OPPORTUNITIES

.....  
**Closing Date:** Until Filled  
**POSITION TITLE:** Wahohpi Office Manager  
Sitting Bull College  
Fort Yates, ND  
**SALARY:** Administrative Level III  
(\$39,800 – \$49,600)  
**SUPERVISION:** Wahohpi Director

**SUMMARY OF WORK:** Responsible for coordinating and overseeing administrative duties at the NEST, and ensure that the office operates efficiently and smoothly. The manager will be responsible for managing grant compliance and training tasks, ensuring their timely and effective implementation. Other duties will include greeting visitors, managing office supplies, overseeing budgets, and supporting personnel with administrative tasks such as scheduling meetings, communication, and facilitating community events. The manger will supervise limited staff, interns, and volunteers.

### DUTIES AND RESPONSIBILITIES:

1. Oversee, coordinate, and support all administrative duties at the Nest and ensure that office is operating smoothly and Nest grants are in compliance.
2. Assists Wahohpi Director in developing and maintaining annual budget and cuff accounts; follows SBC financial management policies; orders and maintains necessary supplies;
3. Submits timely and accurate reports for USDA food reimbursement; completes mandatory CACFP training; prepares for annual program audit.
4. Works with SBC Business Office to track payments and non-payments for services; submits all documentation for eligible Immersion Nest children to appropriate agency i.e. tribal, state and county for payments;
5. In collaboration with Wahohpi Director facilitates effective communication with parents, families and community including development and distribution of parent/family reminders, informational publications, surveys, and social media.
6. Maintain official record of completed activities required for Nest Funding Streams and various programmatic certifications and licensure.
7. Assures that the application policies and procedures are followed; Facilitate open application windows and advertise for students using social media, and website.
8. Coordinate Nest travel including field trips for students and travel/training for staff and teachers.
9. Coordinate training/professional development needs and requirements for staff and teachers; assist with training module implementation
10. Coordinate Tribal and State assessments for students.
11. Collaborate with Wahohpi Director to establish weekly Nest staffing schedules;
12. Supervise and evaluate interns, volunteers, and a limited number of Nest staff in accordance with established policies
13. Ensure all Nest staff complete timesheets.

14. Receive and sort incoming mail and deliveries, and manage outgoing mail for Family Support Center.
15. Maintain the Nest webpage.
16. Advertise and/or promote the program using social media and website; develop online tools to enhance processes and communication.
17. Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports
18. Perform receptionist duties: greet visitors, and answer and direct phone calls for Family Support Center.
19. Develop office policies and procedures, and ensure they are implemented appropriately.
20. Assist with office layout planning and office moves, and with managing and maintaining IT infrastructure.
21. Attend all scheduled college functions and meetings as required.
22. Serve on assigned SBC committees.
23. Other Duties as assigned.

**QUALIFICATIONS:**

1. Bachelor's Degree in Business or Business Administration or Eminent Scholar with Office Management Experience or working toward a Bachelor's in Business / Business Administration with 2 years project management experience will be considered.
2. Experience and knowledge in general grant management will be ideal.
3. A willingness to work with Tribal, State, and Federal programs.
4. Experience and a willingness to work with tribal communities and have an understanding of tribal norms.
5. Good organizational and communication skills.

\*\*\*\*\*

**New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug free. EEO/AA/M/F/D/V Employer**

**Please submit: Cover letter, resume, official transcripts, 3 current reference letters signed and dated (1 from recent supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:**

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

**Any applicant not having the above documents enclosed will not be considered.**