

CHIEF DULL KNIFE COLLEGE JOB ANNOUNCEMENT

Project Director SSS TRIO Project Director/Activity Director

Opening Date: March 21, 2024

Closing Date: April 5, 2024

SUBMIT RESUME with Cover Letter and (3) Letters Reference TO:

Selection Committee SSSC
Chief Dull Knife College
Post Office Box 98
Lame Deer, Montana 59043

General Job Description: The Director will organize and administer TRIO Student Support Services Grant. The Director will be responsible for writing and tracking reports, budget management, and media relations. The Director will also supervise staff and report to the Vice President of Student Affairs.

QUALIFICATIONS/EXPERIENCE: Minimum Education and Experience Requirements:

1. Master's degree preferred in education, science, mathematics, social work or related field preferred; or Bachelor's degree with relevant experience.
2. Experience using budget software to collect data and to write reports.
3. Experience with staff recruitment, supervision, and evaluation.
4. Excellent supervisory, oral and written communication skills.
5. Clear understanding of Montana post-secondary educational systems and procedures.
6. Prefer experience working with culturally diverse people in an academic setting.
7. Prefer experience in writing and managing federal grants.
8. Prefer someone with background similar to that of participants.

Major Specific Responsibilities:

1. Assume leadership for the organization, administration, and supervision of the project.
2. Develop, execute, monitor and evaluate project objectives.
3. Establish, monitor, and administer budget funds.
4. Collect tracking data and write annual program reports.

5. Recruit, select, train, supervise, and evaluate all project staff.
6. Assist in identifying, recruiting, and selecting student participants.
7. Establish procedures to maintain the student and administrative record system.
8. Review IEP's for participants in conjunction with the Academic Advisors.
9. Provide leadership for effective parental and community involvement.
10. Arrange and direct weekly project management meetings.
11. Organize and plan university trips for students.
12. Create cultural activities for students.
13. Plan student activities as well provide the financial simulation of the game \$pending Frenzy in collaboration with CDKC extension office.