POSITION ANNOUNCEMENT
Chief Dull Knife College
TRiO/Student Support Services
“Advisor”
(One Full-time 12 months Position)
Starting Salary Range - Salary Schedule Placement Dependent upon Experience
Opening Date: May 23, 2016
Closing Date: June 6, 2016 (First Review) (Open until filled)

SUBMIT RESUME TO
Student Support Services Office
Office # 119
Chief Dull Knife College
or
Selection Committee SSS
Chief Dull Knife College
Post Office Box 98
Lame Deer, Montana 59043

Job Description
The SSS Advisor will maintain the TRIO/ SSS project office organize and manage the primary retention and transition advising for the project. The 12-month Advisor is additionally responsible for working with the Director to organize and manage the curriculum and instructional component.

Qualifications
- Bachelor’s degree in education, science, language, mathematics, or related field.
- Previous experience teaching post-secondary students.
- Clear understanding of Montana post-0secondary educational requirements and procedures.
- Prefer experience working with economically and educationally disadvantaged youth.
- Prefer experience in writing and managing federal grants.
- Prefer someone with background similar to that of participants.

Job Responsibilities
- Provide project information to local high schools and college students.
- Assist in identifying, recruiting, and selecting student participants.
- Assist in assessing and prescribing a plan of project services for each participant, including retention services and information on transition to 4-year programs as needed.
- Establish and maintain a tutoring record system.
- Conduct participant follow-up.
- Maintain communication with project participants.
- Provide leadership for effective CDKC campus and community involvement.
- Review ISPs for participants in conjunction with other Advisors and the Director.