

FORT BELKNAP INDIAN COMMUNITY
Fort Belknap Agency
656 Agency Main Street
Harlem, MT 59526

TITLE: Academic Coordinator **STATUS:** Permanent/Full-time

PROGRAM: North Central Montana Upward Bound **SALARY:** \$20.64/HR

SUPERVISION RECEIVED: Works under the general supervision of the Project Director.

SUPERVISION EXERCISED: None

A. Position Description: Coordinate and assist in the planning & implementation of Fort Belknap Indian Community's North Central Montana Upward Bound (college preparatory program); annually serve 77 income eligible, first generation high school students from diverse backgrounds. The Academic Coordinator coaches students through sessions to review academic progress and builds relationships with Upward Bound students by helping students identify their college, career and academic goals and aspirations. Coordinates & participates in all Upward Bound enrichment events such as orientation, open houses, recruiting events, financial literacy & academic skills workshops, college visits, etc.

B. Upward Bound Academic Coordinator Responsibilities:

- Assist in the identification and selection of Upward Bound participants;
- Works with Academic Advisors and conducts planning meetings on a monthly basis to implement and meet Academic Component's Goals and Objectives as identified in the grant application
- Responsible for public relations (radio, newspaper and newsletters)
- Provide needs assessment and individual developmental plans for Upward Bound participants;
- Provides academic instruction, personal, career and higher education counseling to Upward Bound participants;
- Work with target schools and local postsecondary education institutions to identify and select part-time instructors and tutors;
- Provide tutoring and coordinate activities;
- Administers, scores & correlates data for projects records of academic tests;
- Plans and delivers cultural events and campus visits;
- Provides a series of workshops, including career development, financial aid, internet scholarship searches, and email program information to Upward Bound participants and their parents/guardians;
- Submit student progress reports; and
- Provide student outcomes data.
- Assist Project Director with Instructional Component of the Summer Component;
- Assist Project Director by taking on other duties as assigned.

C. Minimum Qualifications:

- Bachelor's Degree Required with concentration in counseling, education or related field, Master's Degree preferred;
- Two years teaching experience working with disadvantaged individuals;
- Computer skills; power point; group presentation skills; internet experience; and
- Knowledge of American Indian culture, language and traditions and circumstances of those who are under-represented in education and business.

D. Skills and Abilities:

Excellent interpersonal and verbal skills to assist Academic Advisors and Instructors with implementation of goals and objective; and to guide students in their academic decision-making; excellent organizational and planning skills; experience and skill in mentoring, tutoring, or counseling; proficiency in computer applications such as Word, Excel and Access database system; ability to work independently and accurately under pressure and make decisions in accordance with established policies and procedures.

E. Special Requirements:

Must have own transportation. Required travel to planning meetings and academic workshops. Travel and supervise college campus tours and overnight fieldtrips. Must be available to work evening hours as well as some Saturdays(1 per month).

F. Physical Requirements:

Light work - lifting and carrying supplies up to 25 pounds. Typically requires travel from building to building. Ability to accompany students on walking tours around college campuses and sightseeing tours with varying hours.

G. Special Conditions:

Maintain confidentiality among staff and students.

Must possess a valid State of Montana Driver's License and be eligible at reasonable and ordinary cost for inclusion with the Master Tribal Insurance Policy.

Incumbent will be subject to and must comply with the Fort Belknap Indian Community Council Substance Abuse Prevention, Drug/Alcohol Free and Drug and Alcohol Testing Policy.

Submit to a thorough background check, which includes criminal history and work history. Incumbent must never have been convicted of a felony offense within his/her lifetime.

Immigration Reform and Control Act: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.