



Human Resource Office  
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Pablo, MT 59855  
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Position Vacancy  
Please Post

Salish Kootenai College seeks applicants for: <b>Graduate Student Success Coordinator</b>	Salary Range: <b>\$31,000-\$33,000 DOE</b>
For a complete position description contact <b>Human Resources, 406-275-4985</b>	Closing Date: <b>Monday, June 28, 2021 @ 4pm</b>

### General Summary

The NRM Program and Academic Success Coordinator will provide support for program and student success functions of the Masters of Science in Natural Resources Management. Under the guidance and supervision of the Department Chair, the Program and Academic Success Coordinator will work collaboratively with college faculty, administration, and staff to support and advance the graduate program needs of the students.

Position responsibilities include collaborating with faculty, staff, and students to implement strategies to enhance the recruitment, retention, and graduation rates of graduate students in the Master of Science in Natural Resources Management Program.

Management of the graduate recruitment and admissions process is a crucial function of the position including assuring that applications are complete for review by the admissions committee so that recruitment can be completed in a timely manner. The Program and Student Success Coordinator advises students of information about the graduate program, admissions policies, program requirements, helps organize graduate student orientation, and documents student acceptances and rejections. This position serves as the initial contact for inquiries, assisting with problems, and advising regarding procedures for completion of the program.

### **Primary Responsibilities: (75%)**

- Work with Department Chair, Dean of Graduate Studies, and college staff to implement student recruiting, advising, retention, and graduation processes; and
- Coordinate departmental admissions and review for completion of application; and
- Facilitate graduate program planning and resources (need more info on this to determine language); and

**To apply you must submit an SKC application, resume and applicable transcripts to Human Resources, P.O. Box 70, Pablo, MT 59855.** Your application must include evidence that you have the skills, experiences and abilities indicated in this announcement (E.I. cover letter, resume and transcripts). Information you provide will be used as deciding factors in our employment process.

As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans and women. SKC is a tribal member preference employer as set forth in SKC policy. SKC is a drug free workplace. All pre-hires **must pass a drug test before formal hiring.**

- Plan and conduct new student orientation sessions; and
- Maintain communication with Department Chair, Dean of Graduate Studies, program faculty, and graduate students about important deadlines, procedures, and policies; and
- Organize and record graduate program meetings including but not limited to curriculum meetings, -students thesis/project committee meetings, and Departmental Chair meetings; and
- Assist with updating public relations and program publications such as but not limited to program website, student success guide, marketing materials, and materials in the SKC Catalog; and
- Assist with administration and tracking of program internships and stipends; and
- Maintain the database of students, program calendars, and advising files.
- Assist in planning graduation activities for students
- Provide guidance for onboarding students via direct interaction with Student Services, Enrollment Services, and other SKC services on behalf of the student; and
- Maintain professional communication and working relationships with other SKC departments and off campus resources; and
- Coordinate ordering of supplies for the Graduate Program Natural Sciences department with approval of supervisor; and
- Maintain Graduate Program Natural Sciences instructor and course evaluations and summaries; and
- Assist in data gathering and maintaining a database for reports such as but not limited to quarterly reports, educational research, and accreditation reports.

## **II. Social Media (5%)**

- Manage and update the SKC Graduate Program Natural Sciences Department website and/or Facebook in collaboration with supervisor and IT Department; and
- Coordinate all press releases with Department Chair, the Dean of Graduate Studies, and the President's office
- Centralize and standardize program recruitment efforts and materials
- Coordinate all department public announcements, such as scholarships, job announcements, events, etc., with faculty, department chair and Dean of Graduate studies.

## **● III. Student Records (15%)**

- Manage student records for all programs offered by SKC Graduate Program Natural Sciences Department, both electronically and hard files.
- Manage and maintain all student documents and records for admission, advisement, academic progress, and graduation on appropriate college and student files.
- Assist with electronic database and other record keeping activities.
- Manage record-keeping and data entry in database for department research and grants.

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- Assist faculty with record-keeping

#### **IV. College Service (2%)**

- Serve on college committees as appropriate; and
- Participate in college activities and reservation-wide cultural activities; and
- Attend Staff/Faculty meetings.

#### **V. Professional Development (2%)**

- Attend selected professional development activities; and
- Participate and utilize ongoing peer review and critical self-evaluation.

#### **VI. Community/Professional Service (1%)**

- Participate in professional and/or community service activities sponsored by SKC; and
- Promote community awareness of SKC Graduate Program in Natural Resource Management.

### **Minimum Qualification**

- An earned Bachelor's Degree in a field of Natural Resources, or a strongly related field, is required. Related bachelor degrees, with appropriate coursework, will also be considered
- Minimum of 2 years' experience in office management or similar administrative experience
- Proficiency in Microsoft Office Suites, Google Documents
- Ability to work as a team member to accomplish complex activities as well as independently organize and prioritize activities.
- Ability to manage a fast-paced work environment
- Documented ability to work with diverse groups of people
- Excellent written and verbal communication skills

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