



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
 www.tm.edu

ACE Director

Position Title: Accessing Choices in Education (ACE) Director
Contract Term: 12-month position for duration of grant
Accountable to: Dean of Students
Salary: \$44,699 - \$48,531

Summary of Position: This position will provide administrative direction and leadership for the Project including but not limited to: federal policy compliance, budget management, supervision, recruitment, data collection, internal and external reporting, partnership development, marketing/outreach. Must be able to work a flexible schedule.

JOB CHARACTERISTICS:

Nature of Work: This position will require contact with students, area schools, supervisor and co-workers.

Supervision Received: This position will be supervised by the Dean of Students.

Supervision Exercised: This position will supervise the Success Coach and the Learning Assistants.

Essential Functions: Position requires ability to communicate effectively, have supervisory skills, and provide leadership. Experience with budget management preferred.

RESPONSIBILITIES:

- Ensure all aspects of the ACE Project are properly implemented.
- Work cooperatively with the Business Office to ensure fiscal integrity.
- Work cooperatively with the federal Program Officer.
- Maintain records as required by the agency and TMCC to document project activities.
- Prepare reports as required for the college and funding agency.
- Prepare budget, manage and expend money appropriately, following grant guidelines.
- Serve as advisor to parents and students.
- Establish and monitor record keeping systems necessary to document the activities of the project and staff while maintaining confidentiality.
- Approve all participant eligibility and prepare final list of participants each year.
- Provide training to staff, parents and students.



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- Maintain student and parent contact to ensure program success.
- Ensure the development of and provide training for Career Academies, workshops, information sessions, summer camps and other project activities.
- Supervise, coordinate activities and assist in implementing tasks of the staff.
- Coordinate delivery of services with the college and target schools.
- Prepare ACE Student Handbook.
- Write and implement policies.
- Coordinate ongoing assessment of project activities to monitor student progress and coordinate project improvement modifications as needed.
- Analyze data gathered for reporting.
- Ensure career activities for students are conducted which may include career interest surveys, career services, career training, student/family advising, assessment, reporting, assistance identifying career exploration and internship opportunities, and linkage with TMCC CTE and ND Workforce resources.
- Serve as the liaison between the project and other college areas including the Dean of Students, Dean of Academics, TMCC Administration, student service programs and instructors.
- Maintain confidentiality.
- Work on institutional committees as assigned.
- Must be able to travel.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Knowledge of secondary curriculum.

Skills:

- Past supervisory experience.
- Time management and effective communication skills.
- Strong collaboration and teamwork skills.

Abilities:

- Ability to work with all ages.
- Must be highly organized.
- Must be able to lift and move up to 30 lbs.



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EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree.
- 1-year experience in personal/career guidance or a related field.

Preferred Qualifications:

- Master's degree.
- Three years' experience in management (experience in designing, managing or implementing a project).
- Three years' experience in education setting.
- Budget management skills and grant project oversight.