



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

AICF Transformative Responses Aid Director

Position Title: AICF Transformative Responses Aid, Director
Contract Term: 9/1/20 – 5/31/21 (20 hours/week)
Accountable To: Dean of Students
Salary: \$21.49 - \$23.33/hr

Summary of Position: This position will provide administrative direction and leadership for the American Indian College Fund, Covid-19 Transformative Responses Aid to Support Student Admission and Persistence 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, supervisor and co-workers.

Supervision Received: This position will be supervised by the Dean of Students. There will also be regular communication between this position and the funding agency Program Officer.

Supervision Exercised: This position will supervise learning assistants and students.

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 AICF Project are properly implemented.
- Work cooperatively with the Business Office to ensure fiscal integrity.
- Work cooperatively with the funding agency 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 liaison to students and faculty regarding grant requirements.
- 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.
- Maintain student contact to ensure program success.
- Regularly monitor student grades, participation and progress.
- Coordinate ongoing assessment of project activities to monitor student progress and coordinate project improvement modifications as needed.
- Analyze data gathered for reporting.



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

AICF Transformative Responses Aid Director

- 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.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Knowledge of post-secondary curriculum.
- Budget management skills and grant project oversight.

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.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree in business, education, or related fields
- Experience in personal/career guidance or a related field.

Preferred Qualifications:

- Master's degree in business, education or related fields.
- One years' experience in management (experience in designing, managing or implementing a project).
- One years' experience in education setting.