



# 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

## Administrative Assistant -STEM Dept.

**Position Title:** Administrative Assistant, STEM Department  
**Contract Term:** 12-month position  
**Accountable To:** ICE-TI Director  
**Salary:** \$16.18 - \$17.57/hr

**Summary of Position:** This position is committed to assisting with the development of a Bachelor of Science degree in Biological Science, enhancing the TMCC academic environment in STEM areas including enhancing critical thinking skills, and increasing student-based research. This position will require working closely with students, faculty and staff in a tribal college setting.

### JOB CHARACTERISTICS:

**Nature of Work:** This position will require contact with high school and TMCC students, area schools, supervisor and co-workers. Will also require meeting with Grant Principle Investigator, Grant Director, local Veteran's assistant, STEM faculty, community members and other sources as they relate to the grant.

**Supervision Received:** This position is supervised by the ICE-TI Director.

**Supervision Exercised:** This position will not supervise any positions.

**Essential Functions:** Position requires ability to communicate effectively, possess administrative skills, and provide coordination of activities.

### RESPONSIBILITIES:

- Work with the Director to coordinate the following activities:
  - Recruitment, retention and assessment of students into the Bachelor of Science degree in Biological science, with a focus on Veterans.
  - Recruitment, retention and assessment of students into STEM related research, with a focus on Veterans.
  - Recruitment, retention and assessment of high school students into the Bachelor of Science degree in Biological sciences program and into biological research.
  - Assessment of the Bachelor of Science degree program, faculty and research as it progresses.
  - Assist faculty and students in integrating Ojibwe knowledge, culture and critical thinking skills in Biological science courses.
- Coordination between ICE-TI students based research projects and TSIP (grant) student-based research projects.
- Assist in the development and critique of reports and assessments, including statistical analysis.
- Assist new faculty in their adjustment to TMCC and the community, development of TMCC of their courses and integration into the ICE-TI grant activities.
- Aid in the development of the programs to honor Veteran's on Veterans Day and through the year.



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## Administrative Assistant -STEM Dept.

- Assist faculty and students in integrating Ojibwe knowledge, culture and critical thinking skills in B.S. in Biological science courses.
- Assist in completing and submitting purchase requests.
- Encourage team relationships between student/parents, project staff, schools and the community.
- Coordinate meetings with appropriate faculty as needed.
- Coordinate assessments and student progress activities as needed.
- Participate in community events and workshops.
- Establish and monitor record keeping systems necessary to document the activities of the project while maintaining confidentiality.
- Serve on college committees as appointed.
- Other duties as assigned

### **JOB REQUIREMENTS:**

#### **Skills:**

- Report writing skills.
- 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:**

- Associate degree in STEM field (General Education, Science, Computer Technology, Engineering or Math)

#### **Preferred Qualifications:**

- Work experience in an office setting.
- Bachelor degree in STEM field (Science, Computer Technology, Engineering or Math).
- Veteran.
- Knowledge of secondary curriculum.
- Knowledge of assessment practices.