



Human Resource Office

Position Vacancy
Please Post

PO Box 70

Pablo, MT 59855

Toll free 877.752.6553, ext. 4985

Direct Dial 406.275.4985

Salish Kootenai College seeks applicants for **Program coordinator** in STEM Education programs (Science, Technology, Math and Engineering). Duties include working closely with BSSE students and the program director; coordinating and maintaining BSSE student records; student recruitment activities; collaborating and communicating with tribal and K-20 stakeholders in oral, written and electronic forms; collecting, compiling and analysis of program related data; creating and maintaining data bases; recording and monitoring project budgets and expenditures; assisting in the generation of program related documents; completion and submission to the SKC Business Office paperwork related to program administration; collaborating in the design and delivery of teacher professional development and student outreach activities; teaching college level Science and Education courses; grant proposal writing.

Successful candidates will have a Bachelor's degree in Science or Curriculum and Instruction, Master's degree preferred; two years of experience working with tribal communities; four years of secondary teaching experience, science teaching preferred; Successful experience in grant proposal writing; Experience in implementing grant funded projects, including overseeing budgets; Excellent organizational skills; Excellent written and oral communication skills; experience teaching college courses, preferably science and secondary education courses; Proven ability to work respectfully with a wide variety of people; Professional dispositions and behaviors including punctuality, accountability and the ability to work independently as well as part of a team; Proficiency in working with communication and education related technology (computers, scanners, printer, faxes, etc.); Proficiency in using office and education related computer applications (Excel, PowerPoint, Word, web browsers, research data bases, etc.)

To apply submit SKC application, resume and applicable transcripts to Dawn Benson, P.O. Box 70, Pablo, MT 59855. Closing date is July 1, 2013, 4:00 p.m. 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.