

American Indian Student Services Coordinator (AISS) Position Description

Duties and Responsibilities

Assist the American Indian Student Services Director to:

- Provide support services to American Indian students focusing on first-time freshmen and tribal college transfer students
- Provide general guidance to American Indian students and make referrals to the appropriate resources at the appropriate times, thus, enabling students to become self-advocates over time
- Select, supervise and evaluate AISS Peer Mentors
- Identify American Indian students who are at risk and provide services that meet their unique needs
- Reach out to the various American Indian student organizations at the University
- Provide support services that emphasize student retention
- Liaise with other University offices/departments that provide student services to facilitate the exchange of cross-cultural knowledge and communication
- Assist other offices/departments that recruit American Indian students by giving presentations during campus visits
- Implement activities and events for American Indian Students that facilitate positive social and educational experiences
- Perform normal office tasks such as making appointments, answering telephones, responding to electronic mail, typing letters, compiling and disseminating reports, greeting students and other visitors, entering data into computers and printing reports
- Supervise AISS student employees
- Perform other position-related duties as assigned

Qualifications

- Bachelor's degree in pertinent area such as education, social work, sociology or psychology
- Two years of related work experience
- Knowledge of indigenous cultures, especially American Indian cultures in Montana
- Strong oral and written communication skills
- Strong interpersonal skills
- Knowledge of professional office practices and procedures
- Effective organizational, multitasking and problem solving skills
- Demonstrated ability to work with diverse people
- Working knowledge of Microsoft Office programs
- Working knowledge of the Internet