

Blackfeet Community College



Position Description

BNACTEP-STEM Career Center Assistant

Closing Date	December 12, 2018 @ 3:00 PM
Salary	\$10.63 to \$11.96 Depending on experience
Department	BNACTEP-STEM
Personnel Definition	Classified, Full-time
Term of Employment	26 pay periods
FLSA	Non-Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • BNACTEP STEM Director • Placement Specialist
Supervision Exercised	None
General Statement of Duties	Incumbent is under the direction of the BNACTEP-STEM Placement Specialist and is responsible for providing a range of program planning as it applies to training events and opportunities for students and administrative support to accomplish the program and BCC goals and objectives in accordance with the established BCC standards and procedures.
Specific Area of Duties	<ul style="list-style-type: none"> • Assists with coordination of BNACTEP-STEM activities, events and workshops for the students and Career Center use. • Assist with scheduling Career Center events. • Plan, organize, develop and distribute publications (prepare letters, flyers, mailers, internet and other materials) to publicize Career Center events. • Attend meetings, conferences and seminars (as recommended) that relate to Career Center events and trainings. • Keep a clean and organized career center and storage room. • Maintain student coffee/ beverage area station. • Assist with contacting students regarding educational advancements, upcoming scholarship deadlines, and recruit new students into the program. • Assist students in finding appropriate information and resources related to their major/career decision-making. • Assist students in using various assessment tools and resources. • Work closely with other staff members in the planning and coordination of career outreach and programs such as job fairs, career programs, and employer panels. • Participate in employer development activities including employer

	<p>visitations, advisory boards and on-campus recruiting, and the development of job and internship leads.</p> <ul style="list-style-type: none"> • Other duties necessary to the function of BCC as needed.
Qualifications	<ul style="list-style-type: none"> • Associate degree in Office Management, Secretarial Science or related field preferred. • Previous office experience with directly related job skills in typing, word processing, data entry, computer operations, and general office management and enrollment in a two-year degree program or certification required.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Enjoyment of and ability to work with people; good interpersonal skills • Willingness to learn new information • Good communication skills • Attention to detail and accuracy/planning and organization • Self-motivation and initiative; ability to carry through on projects with minimal supervision • Technology skills: social media, word processing • Strong customer service skills • Willingness to work independently and as part of a team
Complexity	
Personal Contacts	<p>BCC personnel defined in the Employee Personnel Policies and Procedures Manual, VII Employment Policies and Procedures, B. Personnel Definitions: Administration, Faculty, Classified Staff, Temporary, SOE Interns, and Volunteers. Other contacts include Board of Trustees, BCC Students, Blackfeet Tribal Departments and Programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the BNACTEP-STEM program.</p>
Physical Demands	<p>Normal demands of office work is applicable. Walking, standing and sitting at desk is required. Some lifting will be required, i.e., books, equipment and other miscellaneous materials.</p>