

**Blackfeet Community College**



**Position Description**

**BCC Smart Money Coordinator/Instructor**

<b>Closing Date</b>	<b>June 5, 2019 @ 3:00 PM</b>
<b>Salary</b>	<b>\$31,522.00 to \$31,633.00 Depending on experience</b>
<b>Department</b>	Business & Information Technology Division
<b>Personnel Definition</b>	Coordinator/Instructor- Position, Regular Full-Time
<b>Term of Employment</b>	1 year, 22 pay period per year
<b>FLSA</b>	Non-exempt
<b>Supervision Received</b>	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> <li>• Business &amp; Technology Division Chair</li> <li>• President</li> </ul>
<b>Supervision Exercised</b>	<ul style="list-style-type: none"> <li>• Works closely with the BCCSM Administrative Assistant and in the absence of Project Director supervises.</li> </ul>
<b>General Statement of Duties</b>	Develop, organize and implement the BCC Smart Money Project as explained by the NWAFF Proposal, Chair of the Business & Information Technology Division. This includes the office, staff, training of the trainers, boot camps, courses to provide Personal money management curriculum to students, community members and housing tenants.
<b>Specific Area of Duties</b>	<ul style="list-style-type: none"> <li>• Provide instruction to BCC Students for them to gain knowledge on financial aid transactions, the local economy, budgets, banking, credit and financing.</li> <li>• Provide Community Members the opportunity to attend a boot camp and instruct the financial literacy, allowing them to gain knowledge on the local economy, budgets, banking, credit and financing.</li> <li>• Provide Blackfeet Housing Tenants the opportunity to attend a boot camp and instruct financial literacy, allowing them to gain knowledge on the local economy, budgets, banking, credit and financing.</li> <li>• Develop a team of Trainers, BCC staff members will be trained through First Nations “Train the Trainers” for instructing with the Building Native Communities curriculum if feasible and if funds are available.</li> <li>• Assist the Project Director with developing an Advisory Board from all of the different economic and business organizations in our community. This board will bring various information and resources to the table on the community needs, funding continuation of the Financial Literacy Course and assistance with making this course a core requirement of all certificates and degree programs. Continuation of this duty and coordinating with the Business &amp; Information Technology Division.</li> <li>• Coordinate all activities, workshops and training in financial literacy. Organize, develop and facilitate all courses, training and boot camps.</li> <li>• Maintain all records of activities, students and trainings. Work with the BCC Smart Money Administrative Assistant in the Coordination and Development of all</li> </ul>

	<p>trainings and also for all of the paperwork that may need to be processed through the Administration and or Business Office.</p> <ul style="list-style-type: none"> <li>• Collect and maintain all necessary paperwork for accredited Continuing Education Units for the College CEU's.</li> <li>• Assisting with recruitment of BCC Students and assisting students with information as needed.</li> <li>• Provide Project Director a monthly report and attend all staff and division meetings.</li> <li>• All other duties as assigned by Project Director.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• AS Degree or an education plan to complete an AS in Business and 3 to 5 years related experience.</li> <li>• At least three years' experience in instructing, organization and management or similar area. Plus one year at an adult or higher education institution.</li> </ul>
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> <li>• Business related knowledge of planning, organizing, developing, managing and evaluating.</li> <li>• Financial Literacy</li> </ul> <p>Skills Required:</p> <ul style="list-style-type: none"> <li>• Computer Skills and experience with all software: word, excel, power point etc.</li> </ul> <p>Abilities Required:</p> <ul style="list-style-type: none"> <li>• Instructor, Personal Money Management and Coordinator Skills and Abilities.</li> </ul>
Complexity	<p>This position is required to have all necessary experience, skills and abilities to carry out the goals of the BCC Smart Money.</p>
Personal Contacts	<p>Has contact with personnel in all departments, students, Board of Trustees, 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 BCC.</p>
Physical Demands	<p>Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand 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>
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> <li>• Position Description</li> <li>• BCC Policies and Procedures Manual</li> <li>• BCC Catalog</li> <li>• All applicable tribal, federal and special policies, laws, rules and regulations as they apply.</li> </ul>