



Position Description

**Growing and Sustaining Pathways in Ag (GaSPA) Coordinator**

Department	Institutional Development
Personnel Definition	Service Professional Position, Regular Full-Time
Term of Employment	26 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> <li>• Institutional Development Director</li> <li>• President</li> </ul>
Supervision Exercised	<ul style="list-style-type: none"> <li>• None</li> </ul>
General Statement of Duties	Under the general direction of the Institutional Development Director, this individual will be responsible for coordinating grant activities to implement the goals and objectives of the New Beginnings USDA NIFA Grant. The GaSPA Coordinator will liaise with BCC Math and Science Division faculty/students, MSU-Bozeman College of Ag faculty/students, Browning Public Schools, and Heart Butte Public Schools. Assist project management and faculty to prepare comprehensive action plans pertaining to 2+2 Environmental Science program, including scheduling activities according to seasonal timeframes, maintaining project documentation and handling financial queries. Adhering to budgeting and funding processes and procedures required to carry out student services and support. Ensuring the BCC standards and procedures are adhered to in project procurement and issue all appropriate paperwork need for contracts and terms of agreement.
Specific Area of Duties	<ul style="list-style-type: none"> <li>• Act as point of contact and communicate project status to all student participants</li> <li>• Recruit new students in Environmental Science and assist continuing students with transfer process</li> <li>• Assist BCC Math/Science division with culturally relevant science curriculum development and delivery to support student pathway for a 2+2 Environmental Science degree and Ag career pathways at MSU-Bozeman</li> <li>• Coordinating dual enrollment programs for high school students in accordance with BCC Math and Science Division and as requested by Public Schools</li> <li>• Duties entail planning project activities pertaining to professional development activities</li> <li>• Coordinate resources with project partners to build upon success of integrating indigenous knowledge in western science education frameworks for project planning and student’s success</li> <li>• Developing and maintaining data collection and evaluation activities.</li> <li>• Serve as liaison with the Blackfeet Reservation community, tribal programs,</li> </ul>

	<p>governments, schools, and individuals to utilize local resources available in the community</p> <ul style="list-style-type: none"> <li>• Researching and coordinating grant writing for leveraging funds for program activities</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor's of Science degree required or AS degree with ;</li> <li>• Bachelor's of Science degree in Environmental Science or AG and/or STEM related field preferred.</li> <li>• At least 3 years' experience in relevant area, with teaching and/or adult student support experience preferred.</li> </ul>
Knowledge, Skills & Abilities Required	<p><b>Knowledge Required:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of project planning</li> <li>• Knowledge of culturally-relevant natural resources and sacred sites</li> <li>• Native Plant and animal species and traditional uses</li> <li>• Knowledge of a variety of teaching methods in STEM education</li> <li>• Knowledge of curriculum development for formal and informal learning for STEM/Ag content</li> <li>• Knowledge of Native American learning and teaching styles</li> <li>• Knowledge of Blackfeet tribal, historical and cultural ways and means</li> <li>• Knowledge of tribally controlled community Colleges</li> <li>• Knowledge of data collection tools for project activities and evaluation</li> <li>• Knowledge of purchasing and maintenance, and inventory of equipment</li> </ul> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Organization skills for project activity development and planning. Critical thinking and marketing skills required for recruiting and maintaining project participation</li> <li>• Excellent oral and written communications.</li> <li>• Budget Management and Project Planning skills.</li> <li>• Computer skills with a variety of software and hardware.</li> <li>• Excellent motivation and team building skill in a diverse and non-traditional environment</li> </ul> <p><b>Abilities Required:</b></p> <ul style="list-style-type: none"> <li>• Able to work outdoors, when necessary</li> <li>• Able work with students and community of all ages.</li> <li>• Able seek out funding sources and project partnerships.</li> <li>• Able to travel</li> </ul>
Complexity	<p>This position is required to have an extensive knowledge of the principles, techniques, and ethics of instruction, particularly with Native Americans and adult higher educations. Experience in incorporating indigenous knowledge and Blackfoot philosophy/language into community-based programming to support student achievement.</p>
Personal Contacts	<p>Serve as point of contact for BCC departments, local public schools, Blackfeet Tribal departments and program staff, and/or other related entities and persons that are necessary to conduct the day-to-day business operations of the New Beginnings USDA-NIFA grant. Regular contact with BCC Math and Science division, students, and College of Ag project staff/faculty/students.</p>

Physical Demands	Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. Normal demand of office work is applicable. Outdoor physical activity is required, hiking, swimming, contact with organic materials, various weather conditions, and working with tools. Walking, standing, and sitting at desk is required. Frequent lifting will be required (i.e. books, equipment, and other miscellaneous materials).
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>

***Certification***

***I certify that I have discussed my position description with my supervisor and I fully understand my duties and responsibilities as identified in this position description.***

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**