



Nueta Hidatsa Sahnish College

Position Description

POSITION: NACTEP & CTE Coordinator

CLASSIFICATION: Full-Time

DEPARTMENT: Academics

LOCATION: New Town, ND

FLSA STATUS: Non-Exempt

PAY RANGE: \$20 – \$23/hr.

ACCOUNTABLE TO: NACTEP Director

POSITION SUMMARY:

The position will work directly with the NACTEP Project Director to carry out job placement & work force activities. The position also entails establishing CTE Awareness Outreach in the community.

The individual will work closely with the NACTEP Project Director, NACTEP Completion Coach, and the NHSC Recruitment Team to support the recruitment efforts of NHSC CTE Programs.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

NACTEP Cohort Specific

- Set appointments with individual students to conduct career preparation activities.
- Assist students in finalizing: resumes, cover letters.
- Conduct mock interviews with cohort participants and provide feedback.
- Ensure completion of the NACTEP Employment Preparation Portfolio.
- Provide documentation to the Project Director for reporting purposes.
- Work toward Job Placement Partnerships with local employers using the TCU Career Consortium model.

CTE Awareness Outreach

- Establish locations to place Career Exploration content
- Deliver literature and be available for questions
- Set up booths where appropriate
- Conduct career exploration activities with interested candidates
- Provide documentation to the Project Director for reporting purposes.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Knowledge of Microsoft Office Programs, customer service experience

Skills: Working knowledge of Microsoft Office, strong written and verbal communication skills.

Abilities: Organized, detail and task oriented, capabilities to multitask.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualifications: Associate degree in Business Administration or Social Work.

Preferred Qualifications: Bachelor's degree in Business Administration or Social Work.

Most Complete Career Advisor Training through the State of North Dakota

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work Environment: The functions of this position are routinely performed in the field and occasional manual labor in and outdoor throughout all weather conditions. Administrative functions are also performed in an office environment. Frequent travel is required.

Physical Demands: Incumbent may be required to lift materials over 20 lbs.

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, cover letter, resume, and three (3) reference letters to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sanish College
301 College Drive
New Town, ND 58763
humanresources@nhsc.edu

Applicant may also include a copy of degree of Indian blood if claiming Indian preference, and a DD-214 if claiming Veteran's preference.