



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Administrative Assistant – ICE-TI

Position Title: Administrative Assistant, ICE-TI Grant
Contract Term: 12-month position
Accountable To: ICE-TI Director
Salary: \$32,705 - \$35,909

Summary of Position: This position is committed to developing a Bachelor of Science degree in Biological Science, enhancing the TMCC academic environment in STEM areas including enhancing critical thinking skills, and increase student-based research. This position will require working closely with students, faculty and staff in a tribal college setting.

JOB CHARACTERISTICS:

Nature of Work: This position will require contact with high school and TMCC students, area schools, supervisor and co-workers. Will also require meeting with Grant Principle Investigator, Grant Director, local Veteran's assistant, STEM faculty, community members and other sources as they relate to the grant.

Supervision Received: This position is supervised by the ICE-TI Director.

Supervision Exercised: This position will not supervise any positions.

Essential Functions: Position requires ability to communicate effectively, possess administrative skills, and provide coordination of activities.

RESPONSIBILITIES:

- Work with the Director to coordinate the following activities:
 - Recruitment, retention and assessment of students into the Bachelor of Science degree in Biological science, with a focus on Veterans.
 - Recruitment, retention and assessment of students into STEM related research, with a focus on Veterans.
 - Recruitment, retention and assessment of high school students into the Bachelor of Science degree in Biological sciences program and into biological research.
 - Assessment of the Bachelor of Science degree program, faculty and research as it progresses.
 - Assist faculty and students in integrating Ojibwe knowledge, culture and critical thinking skills in Biological science courses.
- Coordination between ICE-TI students based research projects and TSIP (grant) student-based research projects.
- Assist in the development and critique of reports and assessments, including statistical analysis.
- Assist new faculty in their adjustment to TMCC and the community, development of TMCC of their courses and integration into the ICE-TI grant activities.



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- Aid in the development of the programs to honor Veteran's on Veterans Day and through the year.
- Assist faculty and students in integrating Ojibwe knowledge, culture and critical thinking skills in B.S. in Biological science courses.
- Assist in completing and submitting purchase requests.
- Encourage team relationships between student/parents, project staff, schools and the community.
- Coordinate meetings with appropriate faculty as needed.
- Coordinate assessments and student progress activities as needed.
- Participate in community events and workshops.
- Establish and monitor record keeping systems necessary to document the activities of the project while maintaining confidentiality.
- Serve on college committees as appointed.
- Other duties as assigned

JOB REQUIREMENTS:

Skills:

- Report writing skills.
- Time management and effective communication skills.
- Strong collaboration and teamwork skills.

Abilities:

- Ability to work with all ages.
- Must be highly organized.
- Must be able to lift and move up to 30 lbs.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Associate degree in STEM field (General Education, Science, Computer Technology, Engineering or Math)

Preferred Qualifications:

- Work experience in an office setting.
- Bachelor degree in STEM field (Science, Computer Technology, Engineering or Math).
- Veteran.
- Knowledge of secondary curriculum.
- Knowledge of assessment practices.