LEECH LAKE TRIBAL COLLEGE
POSITION DESCRIPTION

POSITION TITLE: S.T.E.M. Program Assistant
DEPARTMENT: Academics
REPORTS TO: S.T.E.M. Department Chair and Dean of Academics
WORK HOURS: M-F, 8:00 a.m. – 4:30 p.m., or as otherwise needed.
STATUS: Non-exempt
LICENSE/CERTIFICATION REQUIREMENTS: Valid MN Driver's License, current insurance and be insurable.

SUMMARY:
This is a full-time year-round appointment with earth systems research and community outreach responsibilities for the Leech Lake Tribal College (LLTC) Department of Science, Technology, Engineering and Math (STEM). The Earth Systems Science Research Program Assistant provides support for student research, career development, and community engagement in science activities.

EDUCATION:
Bachelor's degree in a STEM (science, technology, engineering, or math) field required, with a natural resource or environmental emphasis preferred.

ADDITIONAL QUALIFICATIONS AND SKILLS:
Experience in higher education or tribal education (such as scholarships, advisement, recruitment, retention, program/curriculum development, etc.)
Previous field and data management experience with environmental monitoring
Progressively responsible professional and administrative experience
Demonstrated experience and ability to work independently in completing objectives
Ability to gather data, compile information and prepare reports.
Understanding knowledge of and commitment to the mission, vision and goals of LLTC.
Experience working with the Ojibwe community preferred
Ability to work well with a diverse student body, coworkers, and the community
Ability to work effectively with LLTC staff, students, and other colleges and organizations
Excellent verbal and written communications skills
Excellent interpersonal skills and a self-starter
Excellent organizational, planning, and prioritizing skills
Ability to maintain confidentially of records and information
Ability to interpret, adapt, and apply guidelines and procedures
Ability to develop and maintain recordkeeping systems and procedures
Ability to provide outstanding quality customer service and support to LLTC stakeholders
Ability to pass pre-employment drug test and criminal background checks
Native American Preference

DUTIES/RESPONSIBILITIES:
Work as part of a team in implementing externally funded STEM programs
Lead community and student events such as recruitment, retention, and outreach
Manage an environmental monitoring network with STEM Dept. faculty and students
Coordinate STEM Club and promote events
Assist in managing existing grants
Regularly attend department meetings and complete monthly reports
Host internship and career fairs, and visit local high schools
Maintain LLTC relationships with local high schools and community
Connect students with external internships and assist faculty in internship supervision
Mentor STEM students and monitor trends in enrollment and retention
Must be available to travel with students, and work some evenings and weekends for events
Must be accessible to the STEM Department, students, and the general public during the times established by STEM Chair and grant PIs
Other duties as assigned

PHYSICAL REQUIREMENTS:
Ability to lift 30 pounds or more and use proper body mechanics
Be able to sit or stand for long periods of time
Subject to internal working conditions
Non-smoking environment

*I understand the position description for the S.T.E.M. Program Assistant position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this position description is not a contract and does not guarantee employment for any specific period or amount of time. This position description will be revised periodically or as needed. *Position Description created/revised: 10/11/19.*

Employee Signature: _____ Date_____

Supervisor Signature: _____ Date_____

Human Resources Signature: _____ Date_____

President Signature: _____   Date_____