

# **LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS JOB POSTING**

**Job Title: Project Director, SEEDS Manufacturing CNC Training**

**Department:** Tribal Administration

**Reports to:** Tribal Administrator

**Status:** Exempt

**Salary Range:** \$36,121 - \$48,870

**Level:** 5

**Opens:** January 12, 2015

**Closes:** February 2, 2015

**Term of Position Grant funded position: ends September 29, 2019**

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## **SUMMARY**

Serve as the primary administrator for the career and technical education programs provided by the SEEDS grant, which includes the development, implementation and management of the program, its curriculum, student enrollment and all coordinated efforts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, other duties may be assigned.

- Coordinate all collaborative efforts with internal and external partners.
- Participate on the “Manufacturing Advisory Team” that guides the career and technical program.
- Coordinate program evaluation, reporting and assessment.
- Create and implement a community-centered advertising and marketing approach utilizing Tribal resources, service, media and community events.
- Develop and implement the program policies and procedures for student recruitment and retention at the secondary and post-secondary levels.
- Communicate effectively with external partners to obtain documentation necessary for evaluation, reporting and assessment.
- Develop and implement methods and procedures for record management.
- Coordinate program activities and assess progress as related to the grant’s goal/objective plan.
- Counsel students in areas of manufacturing, continued education and job placement.
- Develop and implement assessments of student success and program quality.
- Develop and submit both program and fiscal reports required by LTBB and Federal grant obligations.
- Pursue training and development opportunities for program staff.
- Develop and maintain both yearly and grant cycle budgets.
- Coordinate and implement student assistance programs.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; develop innovative approaches and ideas. Develop innovative and community-centered approaches to recruitment and retention.

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Business or related field with economic development knowledge. Four (4) years experience managing a vocational or training program required. Four (4) years experience in recruitment and/or marketing. A Master's Degree is preferred. The candidate must have experience in managing, leading and working as part of a team; programmatic administrative responsibilities; public speaking; report writing; and policy development.

## **LANGUAGE SKILLS**

The candidate should possess the ability to read, analyze and interpret educational periodicals, professional journals, technical procedures and governmental regulations; the ability to write reports, business correspondence, curriculum and instructional materials as well as procedural manuals; and the ability to effectively present information to group settings.

## **REASONING ABILITY**

The candidate should possess the ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists and the ability to interpret a variety of instructions in written, oral, diagram or schedule form.

## **COMPUTER SKILLS**

High level of competency with various software packages, including Microsoft Office, Excel or Access, desktop publishing, website development tools and technology based instructional programs is recommended. Familiarity with Microsoft Networks is desired.

## **CERTIFICATES, LICENSES, REGISTRATIONS COMMENTS**

Indian preference will apply. Candidates may be required to submit a portfolio of teachings materials and/or complete a teaching demonstration. Candidate's evaluation may also include a technical proficiency evaluation.