

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL DEPARTMENT FAX: 406.675.2711
CSKT Website: csktribes.org
E-mail: cory.clairmont@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Student Records Coordinator

LOCATION: Kicking Horse Job Corps – Ronan, MT

SALARY: \$14.06 to \$16.33 per hour

CLOSING DATE: Thursday, April 26, 2018 @ 5:30 p.m.

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random alcohol and drug testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

DUTIES:

- Set up and maintain individual records for active and terminated student file folders. Screen folders for completeness and accuracy. .
- Maintain student application folders for potential input and work with other departments during the review process.
- Work with counseling and travel clerk during student's travel to and from center, ensuring all leave and travel information is documented correctly in CIS. Ensures paper Leave requests and travel information is placed in student's permanent folder.
- Register new students. Maintain student profiles in CIS. Submit student profile information into CIS and provide orientation to all incoming students.
- Prepare ALE (Allowance for Living Expenses) receipts for new students to sign for pay.
- Submit student leave status changes and pay changes to CIS.
- Pull student payroll reports from CIS. Report Pay Dues after each payday into CIS.
- Prepare Clothing Trip Roster and reconcile the amount issued/spent/used into CIS.

- Determine transition amount that student is eligible to receive upon completion of the program in CIS.
- Prepare receipts for all payments to students other than regular payroll in CIS. Maintain receipt log. Providing a copy of all receipts to the Assistant Business Manager for reporting purposes.
- Produce updated Morning Report and distribute to all Kicking Horse Job Corps employees via email.
- Maintain Termination log. Submit completion levels, education scores, HiSet information and termination to CIS.
- Maintain Record/Data integrity.
- Follow PRH/DOL guidelines for Archived Records and student recordkeeping.
- Responsible for modeling, mentoring appropriate employability skills and social skills for Career Success Standards.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must possess a High school diploma or GED.
- Employee is required to pass a background investigation per PL 101-630.
- This is a Tested Designated Position (TDP) in compliance with the Drug and Alcohol Policy.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Must have skills in operating scanner, fax machine and computer.
- Must be able to set up and maintain an accurate filing system.
- Must be able to maintain an effective working relationship with other employees, students and the general public.
- Needs an even temperament to be able to handle many interruptions and demands.

Request a copy of the position description for full details.

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Proof of enrollment from a federally recognized tribe if other than CSKT.
4. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.
5. Completed supplemental background questionnaire.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Tyshina Whitworth, Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1043.

FOR MORE INFORMATION: Contact: Arlene Bigby, Center Director of KHJC @ 406.675.2700, ext. 6301.

**STUDENT RECORDS COORDINATOR
KHJC**

The successful applicant must possess a High school diploma or GED. Must be skilled in the operation of a scanner, fax machine and computers. Must be able to set up and maintain an accurate filing system. Must be able to maintain and effective working relationship with other employees, students and general public. Employee is required to pass a background investigation per PL 101-630. Salary range \$14.06 to \$16.33 per hour, plus benefits. All applicants are required to submit a Tribal application, completed supplemental background questionnaire, copies of relevant transcripts and/or certificates to the Tribal Personnel Department, 406.675.2700 ext. 1043 or visit the csktribes.org website for the application. Closing date will be Thursday, April 26, 2018 @ 5:30 p.m. **This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test.**

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN CHAR-KOOSTA CLASSIFIED ADS:

1. Thursday, April 12, 2018
2. Thursday, April 19, 2019

**BILL TO: KICKING HORSE JOB CORPS
P.O. BOX 278
PABLO, MT 59855**

If you have any questions, feel free to contact Cory Clairmont @ 406.675.2700, ext. 1041. FAX: 406.675.2711 or E-Mail: cory.clairmont@cskt.org