

## Montana Campus Compact VISTA Assignment Description (VAD)

<b>Position Title:</b> Native Community Ambassador VISTA
<b>Project Intermediary:</b> Montana Campus Compact
<b>Hosting Organization:</b> Montana State University Billings, Native American Achievement Center
<b>Community Partner(s):</b> New Student Services at MSU Billings
<b>Project Start Date:</b> August 14, 2023
<b>Project End Date:</b> August 12, 2024
<b>Project Focus Areas:</b> Native student success; Tribal communities

<b>VISTA Assignment Objectives and Member Activities</b>	
<p><b>Goal(s) of the VISTA Project:</b></p> <p>The goal of this project is to build inclusive bridges between students, faculty, staff, and community members to help Native students find a sense of belonging on the Montana State University Billings (MSUB) campus, thereby increasing the potential for Native students to form meaningful relationships that will support them in persevering towards graduation. Ultimately, this project will break the cycle of poverty by increasing post-secondary achievement amongst Montana’s Native students, opening new career opportunities for them.</p> <p>The VISTA member will accomplish this goal by building and maintaining partnerships between the Native American Achievement Center (NAAC), student support offices at MSUB, and organizations in Tribal communities, such as high schools. The member will develop pathways by which Native students can access a holistic system of care at MSUB that will satisfy their mental, social-emotional, physical, spiritual, academic, and cultural needs.</p>	
<p><b>Objective:</b></p> <p>Complete orientation and establish a plan to track performance measures.</p>	<p><b>Member Activity:</b> The member will ensure they receive and participate in an On-Site Orientation Training (OSOT) upon arrival at the service site and communicate any project questions to the site supervisor and/or the Montana Campus Compact VISTA Director.</p> <p><b>Member Activity:</b> The member will review applicable performance measurements and anticipate outcomes for each activity included in this VAD.</p> <p><b>Member Activity:</b> The member will identify and establish data tracking tools necessary to supply performance measurement data to the Montana Campus Compact on a monthly basis.</p>
<p><b>Objective:</b></p> <p>Establish communication with project partners, and identify their role in the project.</p>	<p><b>Member Activity:</b> The member will meet with the project partner(s) to discuss opportunities for collaboration.</p> <p><b>Member Activity:</b> The member will maintain regular communication with the project partner(s).</p>

<p><b>Objective:</b> Create an environment of inter-departmental and inter-organizational collaboration, and perform assessments to better meet the needs of Native students.</p>	<p><b>Member Activity:</b> The member will build relationships with the Tribal Advisory Board; NAAC staff; MSUB departments, such as New Student Services; Tribal high schools; and Native business partners.</p> <p><b>Member Activity:</b> The member will assess the need for different services, and identify ways in which to implement or improve the following programs: “Adopt a School” high school mentorship program, student participation in the Tribal Advisory Board, student talking circles, and other opportunities for student engagement and community building.</p>
<p><b>Objective:</b> Deliver a Diversity, Equity, and Inclusion workshop from a critical Indigenous lens for MSUB faculty and staff.</p>	<p><b>Member Activity:</b> The member will research and compose curriculum for a workshop that covers critical perspectives on Native history, resilience, knowledge, and experiences. They will frame the curriculum in the best practices of creating equitable learning environments.</p> <p><b>Member Activity:</b> The member will plan and coordinate a workshop event, sharing it among the NAAC network and campus community to encourage attendance.</p> <p><b>Member Activity:</b> The member will deliver the workshop and encourage active participation by attendees (e.g., open discussions, personal and professional reflections, goal development).</p> <p><b>Member Activity:</b> The member will conduct a post-workshop evaluation to collect participant feedback.</p>
<p><b>Objective:</b> Create a positive environment for Native students that increases retention.</p>	<p><b>Member Activity:</b> The member will collaborate with the MSUB Director of Retention to identify solutions if a student expresses concerns about being able to continue their enrollment or complete their degree program.</p>
<p><b>Objective:</b> Build personal leadership skills and engage in professional development activities.</p>	<p><b>Member Activity:</b> The member will produce monthly reports detailing progress on project goals and contribute updates and recommendations at weekly meetings.</p> <p><b>Member Activity:</b> The member will participate in campus events and trainings, as assigned.</p> <p><b>Member Activity:</b> The member will identify and participate in other events and professional development trainings applicable to the role.</p>

## Compensation & Benefits

**Living Allowance:** \$675.08 Distributed every two weeks. Subject to federal and state taxes.

**End of Service Award: Option 1)** Education Award \$6,895 **Option 2)** End of Service Stipend \$1,300  
You may elect to receive **either** an education award **or** an end of service stipend. The education award is distributed after the final day of service. Members who are age 55+ have option to transfer the award to their children and grandchildren. The end of service stipend is distributed in the final two living allowance payments.

**Relocation Assistance:** \$750 plus \$0.40 per mile. Only available to members relocating 50 or more miles. Disbursed only after arrival on site. If returning home at the end of service, you may receive the same relocation assistance again.

**Public Benefits:** Special Consideration. In some circumstances, AmeriCorps members receive special considerations when applying for or continuing public benefits, including SNAP, HUD subsidized housing, WIC, etc. [Learn more](#). Or speak to a public benefits caseworker.

**Emergency Expense Allowance:** Subject to approval. Administered by the VISTA Member Support Unit. Applicable to extraordinary costs, such as reimbursement for theft, fire loss, or special clothing necessitated by severe climate.

**Health Coverage:** Yes. Members may instead elect to remain on their own plan, a family plan, or a spouse's plan.

**Mental Health Support:** Yes, for those electing the VISTA health coverage plan. Includes access to teletherapy.

**Outside Employment:** Permitted. Members may seek outside employment so long as it does not interfere with their service activities.

**Childcare Assistance:** Yes. Eligibility determined by the AmeriCorps Childcare Program.

**Time Off:** Personal Leave: 10 Days. Medical Leave: 10 Days. Emergency Leave: Subject to approval.

**Federal Noncompetitive Hiring:** Eligible. For one year following the completion of a service term, VISTA members qualify for preferential treatment when applying for federal jobs.

**Employers of National Service Preference:** Eligible. All AmeriCorps members can qualify for preferential treatment when applying to jobs with organizations which classify themselves as Employers of National Service.

**Education Award Match Eligibility:** Subject to institutional policies. Please check with campus offices of financial aid to learn if you may be eligible for an institutional match when education award funds are applied to tuition or attendance costs.

## Qualifications Overview

This AmeriCorps position requires the service member to have a set of knowledge, skills, and abilities (KSAs), and it is these KSAs that set the qualifications for the position. Certain qualifications are deemed essential to this position and to be eligible for the role, you are required to meet these qualifications. Other qualifications are recommended for this role, and will be used to select amongst candidates who otherwise meet the required qualifications.

Candidates who are able to meet a qualification with the support of a reasonable accommodation are considered as satisfying the qualification requirement. Reasonable accommodations will be determined pursuant to the Americans With Disabilities Act (ADA) and other applicable legislation.

## Required Qualifications

**Attention** - Candidate can concentrate on one task over a period of time; can switch their attention between different tasks within a short period of time; and can give their full attention to what other people are saying.

**Cognition** - Candidate can apply their prior knowledge and experiences to their activities; can understand the implications of new information; can remember information such as words, numbers, pictures, and procedures; can observe patterns; and can apply rules to categorize, sort, or order things.

**Computer Input** - Candidate has the ability to operate computer programs through an input device (e.g., a computer keyboard or adaptive technology).

**English Language** - Candidate is able to express themselves in English and comprehend information communicated in English.

**Office Procedures** - Candidate has basic knowledge of common office procedures and project management systems. These include knowledge of at least one word processing program (e.g., Microsoft Word, Google Docs, or Apple Pages), and at least one spreadsheet program (e.g., Microsoft Excel, Google Sheets, or Apple Numbers).

**Problem Solving** - Candidate can apply critical thinking, deductive reasoning, and inductive reasoning to develop and evaluate solutions to problems; can generate original and creative ideas related to a topic; can identify information they are missing and ask appropriate questions to get that information; and can consider relative costs and benefits to identify the best actions to take in response to a problem.

**Time Management** - Candidate can meet deadlines and arrive at appointments on time.

**Written Expression & Comprehension** - Candidate can communicate effectively in writing as appropriate for the needs of a defined audience, and can read and understand information that is presented to them in writing.

## Recommended Qualifications

**Basic Mathematics** - Candidate can perform basic arithmetic operations (i.e., addition, subtraction, multiplication, and division), and basic statistical operations (e.g., taking the average of several numbers).

**Communications and Media** - Candidate has knowledge of media production, communication, and dissemination techniques and methods.

**Education and Training** - Candidate has knowledge of the design and development of educational materials and curriculum, and can select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Non-Profit Organizations** - Candidate has knowledge of the structure, operation, and purpose of non-profit organizations in the United States.

**Oral Comprehension & Expression** - Candidate has the ability to listen to and understand information and ideas presented through spoken words and sentences, and can communicate information and ideas in speech so others will understand.

**Post-Secondary Education Access & Attainment** - Candidate has knowledge of barriers that prevent individuals from applying to, enrolling in, or graduating from a program of post-secondary education.

**Project Management** - Candidate has knowledge of planning and coordinating activities to accomplish complex projects, and can monitor and assess the performance of themselves and others to make improvements.

**Team Management** - Candidate has knowledge of leadership techniques and the coordination of people and resources.

**Tribal Communities** - Candidate has knowledge of cultural, legal, and social matters affecting Tribal governments and Tribal communities.

**Volunteer Management** - Candidate has knowledge of strategies for recruiting and managing volunteers.

## Minimum Eligibility Requirements

*In order to be eligible to participate in the MTCC AmeriCorps VISTA program, a candidate must meet all of the following eligibility criteria.*

- 1) Be at least 18 years of age on the first day of service.
- 2) Hold one of the following citizenship or legal residency statuses: US Citizen, US National, Lawful Permanent Resident (i.e. Green Card status), and persons legally residing within a state. Examples of persons legally residing within a state may include those holding the following classifications: refugee, asylee, temporary protected status, and Deferred Action for Childhood Arrivals (DACA) status.
- 3) Must not be registered, or required to be registered, on a state sex offender registry or the National Sex Offender Registry.
- 4) Must not have been convicted of murder, as defined in 18 U.S.C. 1111.

- 5) Must be willing to consent to a National Service Criminal History Check.
- 6) Must not show a pattern of previous criminal behavior that may endanger or adversely impact the beneficiaries, staff, or volunteers of MTCC, AmeriCorps, or of the service site. Or of a pattern of non-criminal behavior that may result in the same.
- 7) Must hold a Bachelor's or higher degree. Or, hold an Associate's degree and be able to demonstrate relevant work experience.

***ADA/EOE/AA/Veteran's Preference: MTCC is an administrative unit of the University of Montana. Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law.***