

PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

HIGHER EDUCATION COORDINATOR

Nixon, NV

\$28,433.60 - \$29,868.80 Per Annum; Full-Time (40 hours/week);

Exempt, CL: 308, Grade: 14, Step 1-3; DOE

Date Posted: 01/02/2019

Date Closes: 02/02/2019

DEFINITION: Assists and counsels students in their pursuit of post-secondary education. Collects and conducts financial aid analysis to determine needed services to afford the best opportunities for college and college/vocational-bound students.

DUTIES & RESPONSIBILITIES:

Counsels students and parents to identify all available and relevant resources for secondary, post-secondary and continuing education services to the Tribal membership.

Coordinates post-secondary educational resources, including possible financial aid scholarships and grant funding proposals for eligible students applying for college or adult vocational education programs.

Works directly with post-secondary institutions relating to student financial need and enhancing financial aid opportunities in determining relevant financial aid resources.

Works with middle and high schools and post-secondary institutions in tracking students with follow up services on academic progress.

Develops a formal high school and college tracking system for the Tribal Higher Education Program.

Presents assessment methodologies, identification and prioritization of higher educational needs for scholarship applicants for submission to the Tribal Education Committee for review, modification and recommendation for Tribal Council approval.

Provides appropriate and quality technical and non-technical education services to middle, high school and post-secondary students.

Organizes workshops, seminars, training sessions and other educational and motivational activities for college and college-bound students.

DUTIES & RESPONSIBILITIES: Continued

Coordinates applicable Tribal correspondence course programs offered to eligible secondary and post-secondary students and maintains accurate record and tracking services.

Administers, manages and ensures compliance with all federal contract and Tribal funding requirements.

Prepares and administers Tribal procurement processing and monitors the Tribal Higher Education Program budget, financial aide records and status through monthly monitoring, management and oversight.

Works closely with the Education committee by reviewing and updating policies and procedures; attends regular meetings and presents items for action; prepares committee recommendations and material for Tribal Council action.

Processes incoming applications for review by Education Committee. Notifies applicants regarding the status of financial requests and other correspondence in a timely manner.

Assists students, parents and families in coordinating with agency, institution and administrative staff and officials to design individual higher education or vocational education programs for each college, vocational or college-bound student.

Builds collaborative relationships with educational institutions and resources locally, statewide, regionally and nationally to meet the educational needs of the Tribe. May be required to travel.

Initiates and coordinates higher education courses through local community colleges for adult education programs to develop personal and professional skills.

Submits monthly reports of program activities to the Tribal Education Committee and Tribal Council. Submits annual reports to the appropriate funding agencies.

Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Ability to: conduct interviews and provide counseling services to college and college-bound students; work independently with minimal supervision; gather, analyze and report on the variety of sociological, demographic, economic and financial data; write clear, concise and complete reports; conduct and complete student assessment processing and have the ability to compile and report on data gathered; interpret federal regulations and Tribal policies in order to propose amendments to Tribal Higher Education Policy and Procedures Manual, where appropriate; maintain strict confidentiality of all personal data of applicants and participants of the Tribal Higher Education Program; assume contractual and federal application standards for the Tribal Higher Education Program and all eligible applicants for federal and Tribal funding.

Knowledge of financial aid opportunities and thorough understanding of institutional admission procedures for secondary and post-secondary students.

Possess a thorough understanding of academic requirements associated with secondary and post-secondary institutions.

MINIMUM QUALIFICATIONS: Continued

Possess strong organizational and management skills to maintain accurate and complete tracking of student data for creating and maintaining student profiles and statistical program information. Proficient use of computer to develop data bases for monitoring and maintaining student information.

Must possess a valid Nevada Driver's license and be insurable under the Tribal vehicle insurance policy.

REQUIRED EDUCATION AND EXPERIENCE:

High School graduate or GED. Associate degree or a Bachelor's degree in Education, Counseling or related field and two to four years of work experience in education.

Or any combination of training and experience that would indicate possession of the required knowledge, abilities, and skills listed above.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension #224/225.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.