

## **POSITION DESCRIPTION**

**Title:** ANA Student Services Coordinator

**Reports to:** ANA Project Director

**Location:** Yreka

**Salary:** \$21,000 to \$26,000, depending on experience

**Classification:** Part Time (20 hours per week), Regular, Non Exempt

**Summary:** The ANA Student Services Coordinator assists Tribal adults, employees, and youths in gaining access to postsecondary education, provides comprehensive student support services, and facilitates the academic success of postsecondary education participants in the ANA-SEDS *Karuk Paths to Prosperity* project.

**Responsibilities:**

1. Identifies and assesses the quality of distance education programs available from accredited community colleges; and matches distance education programs to needs of Tribal adults, employees, and youths.
2. Designs, develops, and activates a distance education database and website for recruitment of Tribal employees and members into distance education programs accessible at local Community Computer Centers (CCCs).
3. Promotes distance education opportunities accessible through Tribally-operated CCCs and recruits prospective students.
4. Assists prospective students in developing academic goals and career plans, applying for college admission, and applying for financial aid.
5. Provides comprehensive student support services to distance education program participants (e.g., academic advising, advocacy, performance monitoring, and student records maintenance).
6. Develops cooperative working relationships with financial aid and student services professionals at colleges and universities offering distance education programs of interest to program participants.
7. Organizes recruitment events at Tribally-operated CCCs to orient prospective distance education program participants to options available as *Karuk Paths to Prosperity*.

8. Serves as an informational link and liaison between the *Karuk Paths to Prosperity* project and public school personnel, Tribal education and employment staff, and prospective program participants.
9. Maintains confidential records of student performance and provides statistical reports to the ANA Director on student academic achievements, obstacles encountered, recommended remediation, and possible program improvements.
10. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
11. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to understand and follow oral and written instructions.
3. Have the ability to manage time well and work on multiple tasks under performance deadlines.
4. Have the ability to establish and maintain harmonious working relationships with prospective postsecondary education participants, other employees and the public.
5. Have the ability to motivate learning in an educational setting; ability to maintain confidentiality.

**Requirements:**

1. Must have a bachelor's degree from an accredited four-year college and two years of professional student services experience, or equivalent combination of education and experience.
2. Must have demonstrated ability to understand Native American perspectives and establish excellent rapport with Native American students.
3. Must have demonstrated knowledge of academic advising techniques (e.g., admission requirements, financial aid processes, college entrance and graduation requirements, and organizational structure of community colleges).
4. Must have excellent organizational skills; ability to work independently. Must be able to coordinate and/or perform multiple tasks of a complex nature requiring discerning judgment.
5. Must have demonstrated ability to exercise tact, discretion, and capacity to inspire cooperation and confidence among students.
6. Must have demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone communications.
7. Must have knowledge of negotiation-based communication methods and conflict resolution practices.
8. Must have excellent computer skills; previous experience with online, videoconferencing and other technology-mediated instructional methods preferred.

9. Must have demonstrated ability to establish/maintain an effective file and retrieval system; previous experience with postsecondary student records management preferred.
10. Must possess valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must adhere to the Tribe's confidentiality policy.
12. Must successfully pass a drug-screening test and criminal background check from the Karuk Tribe of California, and LIVE Scan through an educational organization (college or office of education).

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal and Indian Preference will be observed in hiring.

**Board Approved: September 25, 2006**

**Employee's Signature:** \_\_\_\_\_

**Chairman's Signature:** \_\_\_\_\_