



****NOTICE OF JOB OPENING****

Job Title: Higher Education Coordinator	Department: Higher Education
Classification: Non-exempt	Hours/week: 40
Pay Range: \$35.29 - \$49.40	Location: Rohnert Park, CA
Reports to: Higher Education Program Manager	Type: Full-time

Application Closing Date: Friday, May 16, 2025 @ 5:00 p.m. PST.

Mission Statement: *The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all the Tribal Citizens; and to foster the value of education.*

Position Purpose: The Higher Education Coordinator will support and assist the Higher Education Department with the coordination and assessment of student applicants to determine program and benefit eligibility, assess verifications, and review and ensure on-going eligibility as it pertains to post-secondary academic services provided for Higher Education programs, General Welfare Benefit (GWB) and all other education programs.

Please see Job Description on our [website](#) for full job details.

Qualifications

A combination of experience and education may be acceptable.

Experience:

- Three (3) years administrative experience in an educational, vocational/career counseling, or a social service setting.

Education:

- Associate's degree in education, Child Development, Social Sciences, Human/Social Services, Native American Studies, or related field.

License/Certification:

Must possess a valid driver's license and be insurable under the Tribe's policy.

Preferred Qualifications:

- Bachelor's degree in Education, Child Development, Social Sciences, Human/Social Services, Native American Studies, or related field.

Background and Pre-employment testing:

Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening.

Benefits:

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes medical, dental, vision, and 401K Plan, paid holidays, PTO, Life insurance, Long-Term Disability Insurance, Healthcare FSA, Dependent Care FSA, and meal card.

Voluntary supplemental insurance offered through AFLAC.

To Apply: Submit a cover letter, resume and [Tribal Employment Application](#) detailing your education and experience related to the position advertised. Applications can be submitted to: Jobs@gratonrancheria.com or to the mailing address below:

Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300
Rohnert Park, CA 94928

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) other Native Americans who are members of a Federally Recognized Indian Tribe.

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.