



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

## HIGHER EDUCATION COORDINATOR

### *Job Description*

<b>Department:</b>	Higher Education
<b>Pay Range:</b>	\$35.29 - \$49.40

<b>Reports to:</b>	Higher Education Program Manager
<b>Classification:</b>	Full-time/Non-exempt

#### 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.

#### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Serves as first contact to higher education program services, provides counsel on program requirements and required verifications, provides necessary resources, referrals, assists with pre-application assessment screening and application completion, collecting necessary data, verifications and information for fiscal auditing.
- Contacts and follows up with students to obtain required documents to ensure timely processing of applications in accordance with department services, policies and procedures.
- Reviews required documents and information needed to determine students' initial and ongoing program eligibility for the Education Department's Higher Education and General Welfare Benefit (GWB) education programs.
- Schedules intake and appointments for the education program services, including GWB education programs.
- Prepares emails and correspondence, takes and screens calls to ensure they are routed to the appropriate person(s), sorts and distributes mail, and photocopies and enters data from student applications.
- Communicates with students regarding application status and responds to requests in a courteous and efficient manner.
- Prepares clear, concise, and accurate reports, plans, agreements, correspondence, and other documents.
- Works with institutional and academic administrative departments (i.e, Financial Aid, Scholarship, Admissions) across the country, supporting the distribution of eligible educational monetary assistance
- Creates individual electronic and hard copy file folders for participants and ensures accuracy and detailed notes are accessible in electronic files.
- Coordinates with Higher Education Department Manager and other education staff to ensure program practices, policies and services are delivered in a timely manner to tribal citizens.
- Coordinates and troubleshoots with other departments in support of providing student services.
- Performs other duties and responsibilities, as assigned.

#### SUPERVISORY RESPONSIBILITIES

Not Applicable

#### MINIMUM MANDATORY QUALIFICATIONS

- Experience:** A combination of experience and education may be acceptable.
- 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.

### SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, when there is no precedent to draw upon.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate a record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Ability to perform other duties as assigned.

### WORK ENVIRONMENT

**Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

### TRIBAL AND INDIAN PREFERENCE

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.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Background investigation:** This position is subject to a criminal history background check, a suitability background check, and may be subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

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**Drug and alcohol screening:**

All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable suspicion drug and alcohol testing.

***DISCLAIMER: THE INFORMATION IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED, AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.***

**ACKNOWLEDGEMENT**

I have reviewed the content of the **Higher Education Coordinator** job description and have been provided with a copy of the job description. I certify that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Printed name*

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*Signature*

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*Date*