



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

HIGHER EDUCATION SPECIALIST

Job Description

Department:	Higher Education
Pay Range:	\$42.70 - \$59.78

Reports to:	Higher Education Program Manager
Classification:	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 Specialist will provide support, assistance, and guidance related to the Tribe's post-secondary education programs. The Higher Education Specialist will assist and advise Native Americans and Tribal Citizens to successfully navigate educational opportunities and enroll in FIGR higher education programs and services. The Higher Education Specialist will encourage and support an enriched standard of living for Native Americans and FIGR Citizens through life-long learning and educational achievement.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Works with students to establish education and vocational goals.
- Identifies post-secondary academic, vocational, certification and licensure.
- Supports, guides, and coordinates access to higher education institutions, career development, and vocational opportunities.
- Collects, reviews, and processes education plans and services for FIGR students and lineal descendants.
- Assists the Higher Education Manager in developing programs and tracking systems to measure student success and retention.
- Supports students in identifying and securing available sources of financial assistance, counseling, disability resources centers, Native American student centers, educational opportunity programs.
- Assists students with curriculum determinations including course selections, registration and class scheduling, selection, change of majors and minors, and provides referrals to specific departments, schools, or colleges as appropriate.
- Reviews and assesses academic records to assist and guide students through academic transitions.
- Assists students in identifying programs and services related to education and career placement.
- Maintains awareness in educational requirements and policies related changes at the tribal, county, state, and federal levels.
- Monitors information for Native Students at the county and state levels in the areas of Education, Housing, Counseling and Health.
- Performs individual academic advising and counseling meetings to track and monitor student progress towards graduation.
- Other duties as delegated and/or assigned by the department Manager

SUPERVISORY RESPONSIBILITIES

Not Applicable

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** A combination of experience and education may be acceptable.
- Four (4) years of directly related experience working in educational/vocational/career counseling, student advising and/or student affairs.

Education: • Bachelor’s degree in Native American Studies, Education, Human or Social Services, Sociology, Psychology, or other closely related field.

License/Certification: • Must possess a valid driver’s license and be insurable under the Tribe’s policy.

PREFERRED QUALIFICATIONS

- Master’s degree in Native American Studies, Education, Human or Social Services, Sociology, Psychology, or other closely 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.

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 Specialist** 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:

Printed name

Signature

Date