



FEDERATED INDIANS OF  
**GRATON**  
RANCHERIA

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

<b>Job Title:</b> Higher Education Specialist	<b>Department:</b> Higher Education
<b>Classification:</b> Non-exempt	<b>Hours/week:</b> 40
<b>Pay Range:</b> \$42.70 - \$59.78	<b>Location:</b> Rohnert Park, CA
<b>Reports to:</b> Higher Education Program Manager	<b>Type:</b> Full-time
<b>APPLICATION CLOSING DATE: Friday, May 16, 2025 @ 5:00 p.m., PST</b>	

**Mission Statement:** The Federated Indians of Graton Rancheria Tribe 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 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.

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

**Qualifications:**

A combination of experience and education may be acceptable.

Experience:

- 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.

**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](mailto: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, in accordance with the Tribe’s human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All 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.