



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: COLLEGE AND CAREER COORDINATOR

SUPERVISOR: EDUCATION DIRECTOR

OPEN: UNTIL FILLED

SALARY: \$25.00-\$30.00 HOURLY

REPRESENTATIVE DUTIES INCLUDE:

1. Develop and implement a system framework for College and Career Exploration program for Grades 9 – 12.
2. Provide technical assistance to adult learners who are navigating the higher education system.
3. Develop and coordinate college events such as information nights and financial aid workshops for life after high school workshops.
4. Maintain a data dashboard to monitor College and Career Readiness status of all high school students.

MINIMUM QUALIFICATIONS:

1. Required Bachelor's degree in Education or related field.
2. Experience and knowledge of the community and experience in collaborating with a variety of community partners and postsecondary institutions.
3. Have working knowledge of state and federal school policies and procedures.
4. Dependable and good attendance record.
5. Strong verbal and writing communications skills.
6. Experience working with Native American and at-risk youth preferred.
7. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
8. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
9. Must be able to work in a team environment.
10. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

5 MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

5/3/2023