



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: COLLEGE AND CAREER COORDINATOR

SUPERVISOR: EDUCATION DIRECTOR

SALARY: \$25.00-\$30.00 HOURLY

NATURE OF WORK: Reporting to the Education Director, the College and Career Coordinator will develop a framework to assist parents and students explore opportunities in higher education. The goal is to increase the enrollment of the Skokomish Tribal members in post-secondary institutions.

REPRESENTATIVE JOB DUTIES:

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.
5. Facilitate postsecondary field trip visits for high school and middle school students.
6. Recruit parent volunteers to help with field trips.
7. Serve as a liaison with colleges, trade schools, and post-secondary institutions.
8. Maintains a follow-up system for at least one year for the purpose of data monitoring of success.
9. Other duties as assigned by supervisor.

Minimum Qualifications:

1. 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. Must be able to work in a team environment.
9. Strong organizational, communication and interpersonal skills preferred.
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.

Behavior 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.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____