Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title: Higher Education Specialist
Department: Niigaandiwin Education
Reports to: Education Director
Salary Range: $19.52 to $27.32 per hour
Status: Non-Exempt
Level: B24
Opens: February 10, 2020
Closes: March 02, 2020

SUMMARY: Primary responsibility is to support Bureau of Indian Affairs program goals and objectives by administering higher education honorarium and scholarship programs available to LTBB citizens. This position requires excellent written communication skills and problem solving abilities. This position also requires excellent skills in relationship building with citizens and members of a Tribal community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support all relevant Bureau of Indian Affairs program goals and objectives.
- Ensure that all LTBB Niigaandiwin Higher Education program goals and objectives are met.
- Process Michelle Chingwa Education Honorariums (MCEHA), Adult Education, Adult Vocational Training (AVT) and Merit scholarship applications, and distribute awards.
- Facilitate communication with students regarding the processing and disbursement of higher education funding.
- Process Student Petition applications in regards to GPA, Deadlines, and Adjustments for the MCEHA.
- Work with the Education Director, and Academic Services Coordinator in hearing Student Petition applications in regards to GPA, Deadlines, and Adjustments for the MCEHA.
- Administer the Work Study Program.
- Maintain records of Student Petition Applications and the records of students who utilize the Work Study Program.
- Provide student centered advising at all stages of a student’s post-secondary career.
- Establish and fortify positive working relationships with Adult Education, AVT and Higher Education students and families.
- Provide advocacy for students and their families throughout the higher education process at all levels including, but not limited to, post-secondary institutions, State of Michigan departments, and community resource agencies.
- Address academic and non-academic barriers unique to incarcerated students by developing and maintaining relationships with correctional education programs, external agencies, and authorized parties as indicated on a student’s release.
• Understand the Michigan Indian Tuition Waiver (MITW) and work with the point of contact from the State who administers the program to ensure that in-state students are receiving the waiver for eligible institutions.
• Perform student outreach, recruitment and retention at high schools, colleges, LTBB and community events, and other relevant programming.
• Relationship building and creation of collaborative partnerships with internal and external partners including, but not limited to, institutions of higher education, community resources and LTBB programs and departments including but not limited to: WIOA, WOCTEP, NIT, Human Services, and Elders.
• Coordinate direct and indirect programming activities, such as:
  o Research external scholarship opportunities.
  o Develop, submit, and distribute publicity efforts, i.e. newsletter announcements, Textedly, LTBB Education Facebook postings.
  o Implement activities and events including, but not limited to, career fairs, and college visits.
• Make necessary referrals to departments, agencies, and other services as needed.
• Provide effective customer service by being able to address and diffuse tense situations with clients and/or post-secondary representatives.
• Generate assessments and accurately produce all reports required under LTBB, federal and any other grant obligations in a timely manner.
• Provide MCEHA information (award recipients, degree, contact information) at the request of Tribal entities.
• Thoroughly and accurately create and maintain electronic and hard copy student files through the use of Microsoft Access.
• Follow guidelines established by the Michelle Chingwa Education Honorarium Act (MCEHA) and Regulations including quarterly reporting.
• Comply with Family Educational Rights and Privacy Act (FERPA) as well as Tribal and departmental policies regarding confidentiality.
• Follow established record retention procedures.
• Assist in policy development, amendment and comment, including internal policies/procedures and relevant Tribal government statutes and regulations.
• Assist in the development of vision, mission, goals and objectives of Education Department.
• Other duties as assigned.

COMPETENCIES
To perform the job successfully, an individual must demonstrate the following: contribute to building a positive team spirit; demonstrate a deep understanding of the unique needs of Tribal citizens; prioritize and plan work activities; plan for additional resources; set goals and objectives for both the Higher Education program and oneself; demonstrate accuracy and thoroughness; apply feedback to improve performance; develop innovative approaches and ideas as related to the Higher Education Program. The candidate must be able to perform multiple tasks while meeting firm deadlines. Must be able to write reports, business correspondence, and procedural manuals. Must be able to read, analyze and interpret government laws, regulations and amendments at all levels of government.

EDUCATION AND EXPERIENCE
Associate’s degree in psychology, counseling, social work or other related field is required. Five (5) years of experience in academic/career advising, financial aid advising, career and technical education advising, and/or working directly with higher education student populations required. Five (5) years’ experience with FERPA and student confidentiality required. Candidate must have experience working in a team setting; with experience in report writing, business and/or technical responsibilities and administrative responsibilities.
COMMUNICATION AND LANGUAGE SKILLS
The candidate must possess excellent oral and written communication skills and demonstrate the ability to read, analyze and interpret professional journals and technical procedures as well as government laws, regulations and amendments at all levels of government. Must be able to analyze data and communicate trends/needs of the LTBB citizenship. The candidate must be able to write reports, business correspondence, as well as procedural manuals and effectively present information to group settings.

REASONING ABILITY
Candidate should possess the ability to problem solve and think creatively in situations where limited examples and information is available. Must be able to multi-task and meet deadlines. Must have the ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

COMPUTER SKILLS
High level of competency with Microsoft Office—specifically Excel and Access—are required. Desktop publishing, website development tools and technology based instructional programs is recommended.

CERTIFICATES, LICENSES, REGISTRATIONS
Must possess a valid driver’s license, reliable transportation, and be insurable for duration of employment.

COMMENTS
Indian preference will apply. Position is contingent upon completing and passing a thorough background check. Candidate’s evaluation will include a technical proficiency exam of both computer software and communication skills.