



## COQUILLE INDIAN TRIBE

**Job Title:** Higher Education Coordinator  
**Department:** Culture, Education and Learning Services  
**Reports to:** Culture, Education and Learning Services Director  
**FLSA Status:** Non-Exempt Full-Time  
**Salary Grade:** \$21.95 - \$35.67  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and a Criminal and Character Background Check.

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### SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Culture and Education Services Department Director, the Higher Education Coordinator duties shall be to support the success of education and career planning for all tribal members.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist all tribal members, regardless of where they live, with education and career planning. This shall include working with high school counselors, vocational and trade colleges, universities, and training agencies.
2. Provide timely and relevant information to tribal members regarding educational, vocational, and college planning.
3. Facilitate the smooth transition of Tribal Member students into college, universities, and through connections with the respective Admissions and Financial Aid Offices.
4. Monitor Higher Education student academic progress; ensure timely program verification requirements are met and done per policy compliance; provide verbal and written notification of student probationary status; inform and assist students with the reinstatement process as necessary.
5. Prepare and submit Higher Education grant requisitions for timely payment processing.
6. Collect and update educational degrees, certificates, licenses, skills/training, and other documents on tribal members and spouses on the Tribal salesforce data system.
7. Provide the names and contact information to the Tribal Development Department for assistance in recruiting for positions upon request.
8. Provide notice and outreach to tribal members, for Tribal and State Internship and other opportunity programs.
9. Submit articles and share education information to K'wen 'inish-ha, the Tribe's Newsletter Facebook page, MyTribe, and other social media platforms.
10. Work closely with the Youth Opportunities Program and Coordinator to provide support, meetings, and provide coverage for youth activities when needed.

11. Provide timely notice, and applications if applicable, for Native American grants and scholarships,
12. Assist families, if requested, with the Free Application for Federal Student Aid (FAFSA).
13. Create the annual list of Tribal graduates to be honored and facilitate the gifting of honoring necklaces for graduates.
14. Participate in local and state level boards and committees as needed.
15. Support CELS in departmental events and activities.
16. Coordinate the Coos County College and Career Fair in consultation with local education counselors.
17. Prepare Higher Education data and reports for the Directors report to TC and for the annual Culture and Education Committee, biannually.
18. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

#### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, primarily in an office environment, the employee is regularly required to use hands, arms, and fingers to handle/operate various equipment, including telephones, computers, copiers, etc. Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Employee is regularly required to walk, sit, climb steps, drive a vehicle, etc. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
5. Working knowledge of and understanding of local and state academic programs and institutions.
6. Working knowledge of employment application processes, including resumes and cover letters.
7. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
8. Ability to understand and interpret complex and technical documents as well as analyze the data contained in such documents.
9. Must have a fundamental knowledge of Tribal history and culture.
10. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.

11. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
12. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
13. Ability to work with mathematical concepts such as basic arithmetic.
14. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization

#### **REQUIRED QUALIFICATIONS**

- A. Associates Degree required. Bachelor's Degree preferred.
- B. Two years' experience in a related field or doing similar work required.
- C. Proficiency in the use of computer applications such as word processing, spreadsheets and databases required.
- D. Experience in education counseling and planning preferred.
- E. Experience in education application processes, including program and scholarship deadlines, FAFSA and pre-application exams preferred.
- F. Experience with employment application processes, including resumes and cover letters preferred.
- G. Strong interpersonal and leadership abilities.
- H. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.