Job Title: Higher Education Coordinator
Department: Culture, Education and Learning Services
Reports to: Culture, Education and Learning Services Director
FLSA Status: Non-Exempt
Salary Grade: $21.69 - $30.37
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.

SUMMARY OF MAJOR FUNCTIONS
Under the direct supervision of the Culture, Education and Learning Services (CELS) 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. Assists all Tribal members, regardless of where they live, with education and career planning. Develops and maintains successful working relationships with high school counselors, vocational and trade colleges, universities, community partners, and training agencies.
2. Maintains communications with students. Provides timely and relevant information to Tribal members regarding educational, vocational, and college planning. Facilitates students’ access to resources and assists with obtaining financial aid, admissions, registration, housing, relocation transitions, and technology.
3. Determines eligibility for Tribal education funding and processes payments according to established Tribal policies and procedures.
4. Assists with processing partner agency scholarships.
5. Work closely with the Youth Opportunities Program and Coordinator to provide support, meetings, and provide coverage for youth activities when needed.
6. Create the annual list of Tribal graduates to be honored, and facilitate the gifting of honoring necklaces for graduates.
7. Participates in local and state level boards and committees as needed.
8. Supports CELS in departmental events and activities.
9. Coordinates the Coos County College and Career Fair in consultation with local education counselors.
10. Facilitates presentations and outreach for educational opportunities.
11. Transports and accompanies students on campus and to college and career fairs, tours, and expos.
12. Collects, maintains, and analyzes Higher Education data. Prepares and presents reports for directors, Tribal Council, and the annual Culture and Education Committee.
14. Attends higher education-related conferences.
15. 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, 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 sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional standing and walking. Employee is regularly required to drive a vehicle. Work is generally performed in an office setting. Weekend and evening work may be required. Work involves exposure to high risk/dangerous situations and infectious disease. 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.

QUALIFICATIONS
1. Associate’s degree required. Bachelor’s degree preferred.
2. Two (2) years’ experience in a related field or doing similar work required.
3. A combination of formal education, training, and related work experience may be considered.
4. Proficiency in the use of computer applications such as word processing, spreadsheets and databases required.
5. Experience in education counseling and planning preferred.
6. Experience in education application processes, including program and scholarship deadlines, FAFSA and pre-application exams preferred.
7. Experience with employment application processes, including resumes and cover letters preferred.
8. Strong interpersonal and leadership abilities.
9. Current and valid Oregon driver’s license in good standing is required with no insurability restrictions from the Tribe’s insurance carrier.