



COUNCIL OF ATHABASKAN TRIBAL GOVERNMENTS

Kwaiik'it Gwekhekwaii Naii

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POSITION DESCRIPTION

TITLE: Student Services Coordinator for the Yeendaa Geenjit Shrideegwirilii (YGS) “We Prepare for the Future” Program

PURPOSE: The primary role of the student services coordinator will be to work with project partners to arrange course scheduling, develop and implement DEV courses for GED and courses for CTE oriented high school students. The SSC will also provide highly skilled support to the YGS Project Manager, as it relates to carrying out the goals of the YGS program, and will assist the YGS Administrative Assistant with necessary paperwork for student intensives, seminars, and other student related services.

MAJOR DUTIES AND RESPONSIBILITIES:

- **Course Planning:** Assist YGS Project Manager with course set up, coordinate logistics, and carry out educational and technical career programs and events that are of services to eligible students and young adults.
- **Career guidance:** work with each student to identify career pathways, help with academic and career goals and help coordinate and provide documentation for student involvement in CTE and DEV courses.
- **Outreach to agencies** including AVTEC, UAF, various trades organizations, etc. to assist students in admission to programs and to arrange opportunities for CTE courses.
- **Reports, proposals and other communication materials:** Prepare a variety of documents including reports, proposals, letters and emails in draft and final form utilizing software programs such as Microsoft Word, PowerPoint and Excel. Additionally, is expected to proofread and edit marketing and other documents prior to distribution.
- **Financial Reporting:** Prepare financial reports as needed. Track and submit time and expense reports and perform project oriented activities.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

This position initially may require travel to establish rapport and networks with agencies such as the Alaska Department of Labor, AVTEC, Alaska’s Institute of Technology, UAF, and others.

Foundation Skills:

- Excellent reading, writing, math, listening and speaking skills.

Thinking Skills:

- Demonstrates excellent critical thinking, decision making, problem solving and reasoning skills.
- Must be reliable and able to work with limited supervision.

- Ability to read, interpret and apply a wide range of information and policies.

Technology Skills:

- Excellent computer skills including working experience with Word, Excel, Access, PowerPoint software and organizational software tools.
- Excellent technology skills including troubleshooting daily computer issues, using multiple media communication tools, use transcribing machines, copiers, printers, FAX machines and other equipment.

Interpersonal Skills:

- Establish and maintain effective and professional working relationship with other employees, public and private officials, and the general public.

MINIMUM EDUCATION QUALIFICATION:

High School Diploma or GED equivalency.

MINIMUM EXPERIENCE QUALIFICATION:

Non-Supervisory - two (2) years performing duties similar to those in this description. An equivalent combination and/or training may be substituted for experience.

PREFERRED QUALIFICATIONS:

Associates or Bachelor’s Degree, or experience with various industry certifications or trade instruction/certification/apprenticeships.

OTHER:

- 3-5 years of successful experience working with or for an Indian tribe or tribal organization;
- Perform all other duties and responsibilities as assigned.
- Under the authority of P.L. 93-638 Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Abides by the Federal Privacy laws regarding confidentiality of records.
- As a Federal contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy which includes pre-employment and random anonymous testing thereafter.

Title:	YGS Student Services Coordinator
Location:	Fort Yukon
Supervision:	YGS Project Manager
Classification:	Temporary
Salary:	DOE
Approval:	May 3, 2019
Posted:	May 3, 2019
Closes:	May 17, 2019
Contact:	Andrea Thomas, HR Manager 907-662-7534