

COUNCIL OF ATHABASCAN TRIBAL GOVERNMENT

POSITION DESCRIPTION

TITLE: Student Services Coordinator for the Native American Career and Technical Education Program (NACTEP)

PURPOSE: The primary role of the student services coordinator, SSC, will be to provide support services to the students in the Native American Career and Technical Education Program (NACTEP) in the form of setting up educational and technical career programs (i.e. CTT associates cohort, Early Childhood Education cohorts), set up NACTEP seminars that are of service to the students (i.e. Student Support Seminar), help recruit mentors, tutors, and internships for students. The SSC will also provide highly skilled support to the NACTEP director as it relates to carrying out the goals of the NACTEP. Lastly, the SSC will assist the NACTEP administrative assistant with necessary paperwork for student intensives, seminars, and other student related services.

MAJOR DUTIES AND RESPONSIBILITIES

- **Event Planning:** Assist NACTEP program director with setting up, coordinating logistics, and carrying out educational and technical career programs (CTT associates cohort, Early Childhood Education cohorts) and NACTEP seminars that are of services to the students. Work with the University of Alaska Fairbanks Interior Alaska Campus and Community and Technical College, Rural Student Services and other regional vocational centers as needed.
- **Work with each student:** Identify tutoring needs, mentors to help with academic and career goals, and set up internships for students (this would include speaking to agencies regarding internship opportunities for students). Ensures students have appropriate paperwork including NACTEP applications, FERPA release, transcripts, DegreeWorks and other documents as needed.
- **Proposals and other communication materials:** Prepare a variety of documents including proposals, letters and emails in draft and final form utilizing software programs such Google Sheets, Google Docs, Google Slides and Gmail. Additionally, the SSC 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.
- **Internet Research:** Utilizes the internet to gather information to make informed decisions, support initiatives and find solutions.
- **Data Management:** Responsible for oversight, student data entry into the NACTEP Student Database and report generation. Works with the administrative assistant to collect paperwork needed for data entry.
- **Perform other duties as assigned.**

KNOWLEDGE, SKILLS AND ABILITIES:

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 all Google Suite Applications including Docs, Sheets, Slides, Calendar, Drive, Gmail and other organizational software tools. Willingness to learn and use new software including the NACTEP Student Database.
- Excellent technology skills including troubleshooting daily computer issues, using multiple media communication tools, use transcribing machines, copiers, printers, FAX machines and other equipment.
- Skill in operating word processing equipment with a minimum typing speed of 60 wpm.

Interpersonal Skills:

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

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: NACTEP Student Services Coordinator

Location: TBD

Supervision: NACTEP Director

Classification: Part-Time w/ benefits

Salary: DOE

Andrea Peter, Human Resources Director

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