



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 117-22**

**OPENING DATE: 08/12/2022**

**CLOSING DATE: Open Until Filled**

**POSITION:** Higher Education Coordinator  
**PAY GRADE:** E5 (\$19.93/hr. - \$28.89/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI  
**DEPARTMENT:** Department of Education  
**REPORTS TO:** Executive Director, Education  
**BACKGROUND LEVEL:** Child/Elder

**POSTED: IN/OUT**

**JOB PURPOSE:** Assists in the development, implementation, monitoring and evaluation of the Higher Education program. Works closely with the Director to develop and enhance program services that promote successful attainment of (1) High School Equivalency (HSE) tests (GED and HiSET), (2) Certificates, (3) Vocational certificates, and (4) other post-secondary degrees.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Reviews student information to determine eligibility of supplemental financial assistance to support post-secondary education.
- Provides information and assistance to students and community members regarding GEDpost-secondary educational institution admission requirements, academic courses and degree planning.
- Provide effective guidance, technical assistance and services to students and interested community members.
- Serves as a student advocate and liaison with partners, educational institutions, colleges and universities as necessary.
- Reviews and recommends policy, procedures and guidelines for the effective implementation of the postsecondary scholarship programs.

- Coordinates with the DOE staff to develop and implement activities to increase high school and post-secondary enrollment through career fairs, college nights, open house, and related higher education events; documents and monitors participation of students and parents.
- Visits area high schools to provide postsecondary and scholarship information to Isleta students; hosts a postsecondary and scholarship information night biannually for Isleta students and parents.
- Support the successful onboarding, retention, and completion of individuals into vocational, certificate programs, and other post-secondary institutions.
- Seeks or implements services and activities that meet the educational/transitional employment needs for interested adults. Services or activities may include attending college/career fairs, employability training, resume workshops, GED/HiSET prep courses, etc.
- Acknowledges Isleta students' graduation efforts and recognizes accomplishments through receptions, awards, and newspaper articles.
- Collaborates with Human Resources and Tribal Administration in supporting an internship program and retaining interns as regular employees.
- Maintains a student database to provide an annual report on program activities and student progress.
- Maintains accountability of approved program funds; ensures that funds are utilized appropriately within each component.
- Maintains detailed expenditure reports and cuff account associated with Higher Education.
- Maintains current working knowledge of trends in scholarship programs.
- Provides guidance and direction for maintenance of the Department of Education webpages.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Assists in preparation and submission of midyear, quarterly, and end of year reports, for BIA 638 Contracts related to Higher Education program activities to meet federal requirements.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- None

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Education or related field.
- One year of work experience as a post-secondary career/college counselor, one year in a lead or supervisory capacity.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of Bureau of Indian Affairs 638 contracts, reporting, and application process.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of Pueblo of Isleta and federal, donor and/or institutional rules, regulations, guidelines and procedures for awarding of financial aid.

- Skill in effectively counseling students regarding financial aid applications, awards, and programs of study.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Ability to review legal and professional publications pertinent to postsecondary education.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.
- Evenings and weekend work may be required.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.