



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

POSTING NO: 162-23

OPENING DATE: 09/08/2023

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Academic Success Coach
PAY GRADE: NE4 (\$14.52/hr. - \$19.60/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Department of Education
REPORTS TO: Academic Success Coordinator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: To assist the Academic Success Coordinator in supporting students in developing skills, behaviors and habits to contribute to success in college and post-secondary education.

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:

- Assists the Department of Education Coordinators in designing programs and opportunities to support students in attaining academic success to include programs that build leadership skills.
- Provide outreach and academic coaching for high school students, 1st year college students to help them address their individual learning needs in order to increase achievement and success.
- Works with students in goal-setting, goal achievement and solutions for overcoming obstacles.
- Monitor individual student progress and maintains student files and related information; coordinates data, materials, and forms in an orderly system.
- Works collaboratively with Pueblo of Isleta departments and other support programs to ensure student success.
- Provides assistance with workshops or training to community members.

- Collaborates with staff and partners to develop and offer programming and resources that intentionally connect academic work and skill development to the exploration of career pathways.
- Assists in researching and resolving problems relating to student issues.
- Keeps abreast of student assistance opportunities and disseminates information to qualified students.
- Supports the planning and implementation of extension activities for students.
- Works with other staff members on the scheduling of events and activities.
- Creates and submits purchase requisitions to appropriate department for processing.
- Establishes and maintains an effective filing and retrieval system of departmental communication and information; delivers and picks up documentation as needed.
- Attends training and conferences relating to employment duties and responsibilities.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate's Degree in Education, Psychology or related field.
- Three years related work experience.
- 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 business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets and database software programs in a Windows environment.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to analyze and use data for instructional decision-making especially differentiated instruction for students at-risk.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to 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.

PREFERENCE:

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