



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 111002-25**

**OPENING DATE: 09/15/2025**

**CLOSING DATE: 12/14/2025**

**POSTED: IN/OUT**

**POSITION:** Academic Success Coordinator

**PAY GRADE:** E5 (\$26.30/hr. - \$36.83/hr.)

**FLSA STATUS:** Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI Funded

**DEPARTMENT:** Department of Education

**REPORTS TO:** Executive Director, Education

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** To develop, identify and coordinate opportunities that allow students to develop skills, behaviors and habits that contribute to success in college, post-secondary education and in their cultural identity. This includes academic and career goal setting, learning strategies, time management and organization, self-regulation and self-identity.

*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:**

- Coordinates programs, workshops, special events and meeting designed to inform, train, motivate, recognize and engage students and guardians.
- Provides information and assistance to students and guardians regarding extension opportunities, college/university admission requirements, academic courses and degree planning.
- Designs programs and opportunities to support students in attaining academic success to include programs that build leadership skills and strengthen their sense of culture and identity.
- Supports and collaborates with DOE personnel in the development and implementation of 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 guardians.

- Collaborates with Pueblo of Isleta departments to build partnerships and opportunities for learning extensions and internship opportunities.
- Reviews student information and data to identify and develop programs and services necessary to support student needs.
- Assists students and families with applying for scholarships and extension opportunities.
- Acts as student advocate and liaison with outside entities; responds to inquiries to resolve problems related to student issues.
- Monitors progress of students with check-ins, scheduled meetings or proactive outreach and communication, responding to students' questions and concerns.
- Helps students in identifying, developing and implementing learning strategies and study skills specific to course materials.
- Identifies and works with outside entities on resources that can support individual academic success.
- Provides leadership in the area of academic, behavioral and social-emotional prevention and intervention.
- Provides counseling/advising designed to alleviate barriers to student success.
- Collaborates with DOE staff to ensure a streamlined delivery of services.
- Seeks and applies for grants that will support program goals.
- Develops professional relationships with existing institutions where Isleta students attend.
- Prepares and submits midyear, quarterly, and end of year reports.
- Maintains close contact with appropriate Federal, national, state, local and Indian educational organizations for information, coordination and management purposes relative to education.
- Initiates the development, writing and budgeting of program proposals and modifications.
- Maintains accountability of approved program funds; ensures that funds are utilized appropriately within each program component.
- Maintains current working knowledge of trends in education and post-secondary opportunities.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Supervises Academic Success Coach; provides coaching, counseling, training and feedback to support staffs; assigns, reviews, and delegates work and job responsibilities to designated staff.

#### **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 department organization, functions, objectives, policies and procedures.
- Knowledge and skilled in coaching, instructional and mentoring techniques.
- 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 balance multiple demands and effectively organize and manage time and tasks.
- Ability to work independently and meet strict timelines.
- Ability to effectively and efficiently communicate with a wide range of individuals and constituents.
- 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.