



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 111002-25

OPENING DATE: 09/15/2025

CLOSING DATE: 12/14/2025 or OUF

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.