

POSITION DESCRIPTION

POSITION: Education Program Specialist

LOCATION: S/M Education Office

SALARY: \$16.84 (Negotiable based on Experience)

POSTING DATE: 9/7/18

CLOSING DATE: 9/14/18

PAYGRADE: 5

NON-EXEMPT

GENERAL RESPONSIBILITIES:

Under direct supervision of the Education, Employment, and Training Director, is responsible for administering post-secondary educational funding for the Stockbridge-Munsee Tribe and the day-to-day operations of the Higher Education Department ensuring compliance with Federal/State and Tribal regulations which include the tribal programs under the area of Higher Education, Adult Basic Education, and Student Activities.

DUTIES AND RESPONSIBILITIES:

1. Plan and implement Public Law 102-477 Programs, which include Scholarships/Higher Education, Johnson O'Malley, Adult Education, and Other Education. This also includes the Tribal Programs of Adult Basic Education and Student Activities.
 - a. Assist all individuals and process requests made to the Education.
 - b. Evaluate, calculate, process, and notify customer of award.
 - c. Track and review necessary documentation to ensure satisfactory academic progress of recipients.
 - d. Initiate default process for recipients in noncompliance with the program policies.
 - e. Maintains current changes and trends in financial aid programs and High School/College/University policies. Counsel recipients as to program requirements and follows-up periodically by telephone or letter. Regularly contact educational institution representatives and applicants.
 - f. Coordinate and assist with the annual Senior Banquet event and with advertising and processing of department scholarships.
2. Formulate and submit monthly, semi-annual, and annual reports to the Director of Assist the Director in monitoring the status of the contract budgets, which will include all line items within the budgets.
3. Arrange travel, prepares and submits travel-related documents, and maintains travel information as necessary.
4. Prepare and edit correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from

drafts, recordings, or verbal instruction as requested for correct grammar, punctuation, and spelling.

5. Maintains financial records; processes accounts payable, purchasing and travel documents.
6. Formulate and submit monthly, semi-annual, and annual reports to the Director.
7. Assist the Education Director in the implementation of policies relating to the education programs adopted by the Tribal Council.
8. Conducts research to resolve operational questions or issues; makes recommendations to enhance the efficiency of administrative operations.
9. Establishes and maintains an effective filing and retrieval system which includes updating and maintaining the electronic student database.
10. Contributes to a team effort and accomplishes related results as required.
11. Assis in the Education Building operation, housekeeping and security as needed/required.
12. Manage, control, and prioritize multiple activities smoothly in a busy atmosphere.
13. Must maintain an acceptable departmental attendance record.
14. Must be reliable and prompt when reporting to work.
15. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
16. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
17. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency
18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
2. The employee frequently is required to walk.
3. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl.
4. The employee must occasionally lift and/or move up to 25 pounds.
5. Work is generally performed in an office setting with a moderate noise level.
6. Must complete a Self Disclosing Physical Questionnaire prior to employment.

QUALIFICATIONS:

1. An Associate Degree in Administrative Assistant, Secretarial Science, or related field from an accredited college or university is preferred.
2. The ability to use critical thinking skills to effectively administer programs that focus on education is required.
3. Two (2) years of demonstrated administrative experience is required to include: records management, performing basic accounting procedures, preparing and providing reports, and utilizing spreadsheets.
4. Two (2) years of assisting and/or working with administering programs involving interaction with the public while working collaboratively and in a sensitive matter is preferred.
5. Knowledge of administrative assistant practices, office procedures, and operating office equipment.
6. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
7. Knowledge of records management and basic accounting procedures including budgeting.
8. Ability to communicate effectively in the English language both verbally and in writing.
9. Ability to establish and maintain professional relationships with individuals of varying social, economic, and cultural backgrounds and with co-workers at all levels.
10. Ability to represent the organization in a professional manner, building respect and confidence.
11. Ability to write clear and concise reports, memoranda, directives and letters.
12. Ability to handle multiple tasks and meet deadlines.
13. Ability to carry out instructions furnished in verbal or written format.
14. Ability and skill to operate various word-processing, spreadsheets, and database software programs operated by Stockbridge-Munsee Community.
15. Ability to plan, organize, and prioritize objectives and responsibilities.
16. Ability and willingness to work as part of a team.
17. Ability to demonstrate excellence in everything, and continually seek improvement in results.
18. Ability to work flexible hours including weekends, evenings and holidays as requested.
19. Must be able to work independently with limited supervision.
20. Must adhere to strict confidentiality in all matters. (Must sign a confidentiality statement prior to employment.)
21. Must submit and pass a criminal investigation background check prior to obtain and maintain an elder/youth license during the course of employment with the Stockbridge-Munsee Community.

22. Must obtain and maintain coverage under the employer's Employee Dishonesty policy.
23. Must be willing to attend all applicable training.
24. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
25. Must be eligible for coverage under the employers liability insurance.
26. Have demonstrated ability to maintain satisfactory working record in any prior or current employment.
27. Must be able to meet physical requirements of position.
28. Must abide by departmental and organizational safety, testing, and uniform guidelines.

**SUBMIT APPLICATION TO: Human Resource Department
Stockbridge-Munsee Community
N8705 Mohheconnuck Road
Bowler, Wisconsin 54416**

**WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.**

The Stockbridge-Munsee Community operates as an equal opportunity employer-except Indian preference is given in accordance with the Tribal Employment Preference Ordinance.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

REVISED 9-4-18

Tribal Council Approved 9/7/18