

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*****VACANCY ANNOUNCEMENT*****

POSITION: High School Student Support Advisor
PROGRAM: Higher Education Scholarship Program
LOCATION: Concho, Oklahoma
ISSUE DATE: August 29, 2022 **CLOSING DATE:** Until Filled

PRIMARY RESPONSIBILITY: Work directly under the supervision on the Higher Education Program Coordinator, to provide support and technical assistance to potential college-bound students and participants of the Cheyenne and Arapaho Tribes Scholarship Program.

MAJOR DUTIES AND RESPONSIBILITIES:

- Establish and maintain contact with all service area high schools to recruit possible Cheyenne and Arapaho students who are interested in pursuing a higher education degree.
- Establish and maintain files on high school students within the tribal service area to ensure success and completion of high school.
- Maintain contact with Cheyenne and Arapaho high school students through written correspondence, email, telephone contact, and personal campus visits.
- Assist students in completing necessary application and paperwork for college admission, tribal scholarship, and any available financial aid.
- Coordinate and implement career awareness seminars, higher education awareness conferences, and other strategic education activities that may encourage Cheyenne and Arapaho students to pursue a higher education.
- Provide college and career readiness services to high school students to increase their chances at succeeding in their chosen academic field.
- Manage incoming high school graduation assistance applications and any other applications/requests that has to do with high school student services.
- Become familiar with OneTribe database and online student portal system that higher education students will use to apply for higher education assistance.
- Instruct higher education students how to begin and maintain access with the higher education student portal system.
- Make sure students and higher education staff follow user requirements.
- Maintain confidentiality with student information to ensure security of files.
- Perform any other duties relation to higher education as directed by the Program Coordinator and Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Be knowledgeable with FAFSA and college admission/application process.
- Strong skills in office procedure and business etiquette. Including computer knowledge and be proficient in Microsoft Office Software.
- Exceptional interpersonal skills: Ability to communicate effectively and courteously with staff, students, and parents/guardians.
- Ability to work cooperatively with a variety of people and groups and have initiative in assuming responsibility.
- Must be able to work flexible hours when needed, including weekends.
- Must be able to travel for trainings and conferences.

QUALIFICATIONS:

- Bachelor's degree or an Associate's degree and currently working towards a bachelor's degree.
- Ability to work with and understand the Cheyenne and Arapaho community.
- Must possess a valid OK driver's license, including a clean driving record for insurance purposes.
- Ability to pass OSBI background check and drug test.
- Cheyenne and Arapaho Preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov