

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

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

POSITION: Program Coordinator
PROGRAM: Higher Education Scholarship Program
LOCATION: Concho, Oklahoma
ISSUE DATE: August 29, 2022 **CLOSING DATE: Until Filled**

PRIMARY RESPONSIBILITY: The Higher Education Program Coordinator will be responsible for the day-to-day operations and for assisting the Program Director with the supervision, direction, and coordinating of the Higher Education Scholarship Program. The Program Coordinator will be responsible to include but not limited to the following major duties:

MAJOR DUTIES AND RESPONSIBILITIES:

- Work closely with the Higher Education Program Director in attaining future goal setting, projections, and trends and advisement of future initiatives.
- Establish contact and maintain liaison with appropriate college personnel, financial aid officers, counselors, and other higher education personnel.
- Establish contact with local high schools, Indian Education programs, and families.
- Responsible for oversight of the Higher Education Scholarship Programs funding procedures and student guidelines.
- Provide orientation and training of the Higher Education Scholarship Program to Higher Education staff.
- Supervise Higher Education Counselors.
- Submission of weekly and monthly reports to the Higher Education Program Director, which reflect the programs data.
- Prepare scholarship award letters for college students on the scholarship program.
- Other duties as assigned by the program director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must possess strong leadership, communication, and conflict resolution skills.
- Must possess strong skills in office procedure and business etiquette: Possess strong computer knowledge and be proficient in Microsoft Office Software.
- Exceptional interpersonal skills: Ability to communicate effectively and courteously with staff, students, and parents/guardians.

- Must be able to work flexible hours when needed, including evenings, weekends, and holidays.
- Must be able to travel for trainings and conferences.

QUALIFICATIONS:

- Bachelor's degree and five years of experience in related field.
- Ability to work with and understand the Cheyenne and Arapaho community.
- Supervisory experience is required.
- 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.

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