

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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VACANCY ANNOUNCEMENT

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

PRIMARY RESPONSIBILITY: Under the direct supervision of the Executive Director of the Department of Education, the Program Director will be responsible for daily operations, and the development, administration, promotion, evaluation, and compliance of the Bureau of Indian Affairs contract with the Higher Education Scholarship Program.

MAJOR DUTIES AND RESPONSIBILITIES:

Work closely with the Executive Director of the Department of Education in attaining future goal setting, projections, and trends and advisement of future initiatives.

- Collaborate with academic leaders and faculty on the implementation of programs and services directed to increasing Cheyenne and Arapaho student retention and completion.
- Responsible for oversight of the Higher Education Scholarship Program's relationships and the development of educational pathways and services which support Cheyenne and Arapaho Higher Education student's completion.
- Create effective collaborations between the Department of Education and area school districts in order to share pertinent information, as necessary, create a stronger bond between communities, and provide better, specific educational services for our children.
- Provide orientation and training of the Higher Education Scholarship Program to Higher Education staff.
- Compile data for completion and submission of annual reports.
- Prepare and submit Bureau of Indian Affairs contract applications when due.
- Submission of annual reports to the Bureau of Indian Affairs offices as required, reflecting program progress, attainment of goals and other pertinent information.
- Establish contact and maintain liaison with appropriate college personnel, financial aid officers, counselors, and other higher education personnel.
- Conducts regular staff meetings with Higher Education Staff.
- Submission of monthly reports to the Executive Director of Education to reflect the programs accomplishments and data.
- Other duties as assigned by the Executive Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must possess strong leadership, communication, and conflict resolution skills.
- Possess strong skills in office procedure and business etiquette; must 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 weekends.
- Must be able to travel for trainings and conferences.

QUALIFICATIONS:

- Master's degree or a Bachelor's degree with 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