



## HIGHER EDUCATION ADVISOR

Department of Education and Workforce Development

Reports To: Manager

Salary Range: 37

FLSA Status: Non-Exempt

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 07/05/2019

### **INTRODUCTION**

This position is responsible for providing assistance and guidance to Hopi/Tewa students enrolled in colleges and universities, as well as to the general public. The work includes various duties requiring the use of advisement techniques as related to post-secondary education.

The incumbent is under the general supervision and line authority of the Manager. The Manager provides directives that indicate completion of assignments, limitations on various scenarios, quality and quantity work expected, adhere to deadlines and priority of assignments given. The incumbent uses self-initiative in carrying out recurring assignments independently. The Manager assures that the finished work and methods used are accurate and in compliance with instructions or established procedures.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Establishes and maintains partnerships with representatives/staff in high schools, colleges and universities where Hopi students are enrolled to assist in transition, outreach, and student success initiatives.
2. Coordinates and conducts financial aid and career awareness workshops on and off the reservation for parents and students.
3. Reviews student application(s) and makes a recommendation for award/denial to the Manager.
4. Update all student files as needed; which include updating control sheets, recalculating cumulative grade point average, filing semester class schedules, ensure Program of Study is up to date, and maintains other documents as it pertains to the student file.
5. Visits colleges/universities on/off reservation to meet with Hopi students and meet with key personnel at these institutions to obtain factual information, coordinate efforts and establish a network of resources.
6. Conducts individual and group orientation, academic advisement, and assists students in the completion of the Free Application for Federal Student Aid (FAFSA) application.
7. Evaluates transcripts from academic institutions using the Arizona Course Applicability System (AZCAS), and/or other applicable systems where appropriate.
8. Establishes and maintains effective records of student/school contacts, student progress/achievement, follow-ups, prepares/submits required student activity for compliance purposes.
9. Monitors students' course work to ensure course requirements and credit hours are being met and to assist in obtaining additional educational services, i.e. tutoring, advisement, career guidance, etc., for student success.
10. Establish and maintain a statistical data base of students funded by the program which includes but not limited to class status, terms funded, retention rate, graduate rates, etc.
11. Prepares and disseminates program information through various forms of media, i.e., bulletin boards, community meetings, E-mail, personal and telephone contacts, linkages with social and community service agencies and Program Orientations as scheduled at the villages and communities.
12. Assist in archiving files which includes but not limited to updating information such as updating cumulative grade average calculations, number of terms utilized, etc.
13. Performs other duties as assigned and authorized to achieve Tribal/Program goals and objectives.

### **PERSONAL CONTACTS**

Contacts are with employees within/outside the immediate work area, outside entities/governmental agencies, students, family members, colleges, universities, high schools and the general public.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

Work is performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The incumbent will be required to maintain a flexible schedule to meet the needs of the program and the students. Extensive travel on and off reservation is required.

### **MINIMUM QUALIFICATIONS**

Education: Bachelor's Degree in Educational Counseling, Sociology, Psychology or related field;

AND

Experience: one (1) year work experience in administration and client management service in a related field, i.e., educational services, academic guidance, and advisement services;

OR

Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of the Hopi Tribe Grants and Scholarships Program Policies and Procedures;
- Knowledge of counseling/advisement methods, techniques and procedures;
- Knowledge of Native American values, lifestyles and socio-economic conditions on and off the reservation;
- Working knowledge of community organizations, educational service agencies and other available agencies for referral purpose;
- Working knowledge of tribal, federal and state student financial aid programs and requirements;
- Knowledge of the principles; practices; application of career guidance and advisement.
  
- Excellent verbal and written communication skills to prepare reports, correspondence and conduct individual or group presentations;
- Excellent interviewing, problem solving, assessment, planning and advisement skills;
- Excellent interpersonal relationship skills;
- Excellent skill in planning and organizing skills;
- Skill in operating basic office equipment/machines, personal computers and applicable software; and
- Skill in interacting with students at the middle school through post-secondary levels.
  
- Ability to maintain confidentiality of restricted participant information/data in accordance to the HTGSP Policies and Procedures Manual;
- Ability to lead discussions and reconcile differing viewpoints;
- Ability to plan and accomplish work in accordance with established goals and objectives;
- Ability to work with a diverse group of individuals from different cultural, social, and economic backgrounds;
- Ability to analyze problems and develop recommendations for solutions;
- Ability to meet priority deadlines, handle stress and pressure; and
- Ability to establish and maintain a professional working relationship with others.

### **NECESSARY SPECIAL REQUIREMENTS**

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.