



HIGHER EDUCATION COUNSELOR

Department of Education & Workforce Development

OVERVIEW

This position is responsible for providing assistance and guidance to Hopi/Tewa students enrolled in colleges and universities, as well as to the public. The work includes various duties requiring the use of advisement techniques 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 of work expected, adhere to deadlines and priority of assignments given. The incumbent uses self-initiative in carrying out recurring assignments independently. The Manager assures the finished work and methods used are accurate and in compliance with instructions or established procedures. The incumbent supervises the Eligibility Specialist position.

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

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Establish and maintain partnerships with representatives/staff in high schools, colleges and universities where Hopi/Tewa students are enrolled to assist in transition, outreach and student success initiatives.
- 2) Coordinate and conduct financial aid and career awareness workshops on and off the reservation for parents and students.
- 3) Review student application(s) and make 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 maintain documents as it pertains to the student file.
- 5) Visit colleges/universities to meet with Hopi students and meet key personnel at these institutions to obtain information, coordinate efforts and establish a network of resources.
- 6) Conduct individual and group orientation, academic advisement and assist students in the completion of the Free Application for Federal Student Aid (FAFSA) application.
- 7) Evaluate transcripts from academic institutions using the Arizona Course Applicability System (AZCAS) and/or other applicable systems where appropriate.
- 8) Establish and maintain effective records of student/school contacts, student progress/achievement, follow-ups, prepares/submits required student activity for compliance purposes.
- 9) Monitor 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 database of students funded by the program which includes but not limited to class status, terms funded, retention rate, graduate rates, etc.
- 11) Prepare and disseminate 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 include but are not limited to updating information such as updating cumulative grade average calculations, number of terms utilized, etc.
- 13) Report suspected child abuse cases to the appropriate agencies within the timelines and in accordance with required procedures.
- 14) Support the Department mission and vision by working collaboratively, coordinating efforts, and communicating effectively.
- 15) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

MINIMUM QUALIFICATIONS

Education: Master’s degree in Educational Counseling, Sociology, Psychology or related field; AND

Experience: Three (3) years work experience in administration and client management service in a related field, i.e., education services, academic guidance and advisement services; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES


- 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.
- Knowledge of community organizations, educational service agencies and other available agencies for referral purposes.
- 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.
- Skill in interacting with students at middle school through post-secondary levels.
- Ability to maintain confidentiality of participant information in accordance with 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.
- Ability to establish and maintain a professional working relationship with others.


NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver’s License and complete the Hopi Tribe’s Defensive Driving training.
- 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, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver’s license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

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Department of Education and Workforce Development
Supervisor: Higher Education & Workforce Development Manager
Salary Range: 49
Classification: EXEMPT
Developed 04/03/2026

REVIEWED BY:  DATE: 4/21/2026
 Department Director

APPROVED BY:  DATE: 4/21/2026
 Human Resources Director