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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

**Title:** Student Services Coordinator

**Reports to:** Education Director

**Location:** Yreka, CA

**Classification:** Full Time, Regular, Non-Exempt

**Salary:** \$18.50-\$23.00 per hour, depending on experience. Position is grant funded

**Summary:** The Student Services Coordinator position is funded by the Data Collection Extension Grant (DCE) and will complete grant objectives including but not limited to data collection, evaluation and analysis, high school college readiness programs, developing and maintaining a student database, assisting with academics of student achievement, and organizing Karuk Leadership Youth council (KLYC) meetings and events. This position requires well-developed communication skills and a successful higher education experience. This position will be based on site at Yreka High School and Discovery High School.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **Job Description**

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### **Responsibilities:**

1. Act as a liaison between the Karuk Education Department and local schools. Maintain working relationships with students, school staff, and administrator and community organizers.
2. Assess needs of the students served, work with school administrators, counselors, and teachers to determine the best method of providing services.
3. Evaluate Individualized Academic Plans (IAPs) for all American Indian students who have or who are attending and entering local schools. Provide academic advising to ensure students are enrolled in appropriate coursework.
4. Provide individualized success plans to high needs students in order to maintain academic standards and performance.
5. Analyze and maintain confidential records of student performance and of student academic achievements, obstacles encountered, recommended remediation, and possible program improvements.
6. Work individually with students to increase awareness of educational opportunities and personal and academic strengths and challenges. Counsel prospective students about programs available at colleges and universities, advise high school students regarding higher education opportunities.
7. Develop plan to expand and include parent/student participation.
8. Develop and update public access repositories of college information and resources, including current catalogs from colleges and universities.
9. Develop cooperative working relationships with financial aid and student services professionals at colleges and universities.
10. Identify and/or create opportunities for high school students to participate in community service internships and other volunteer activities that facilitate broad exposure to professional careers and technical occupations available.
11. Organize Karuk Youth Leadership Council (KYLC) and coordinate KYLC meetings at least once a month to develop leadership and organizing skills.

12. Assist the Education Director with summer programs in conjunction with other outreach programs and/or Tribal Departments.
13. Assists the Education Director in developing intake, utilization, outcome and evaluation instruments; collects, compiles and assists in interpreting baseline client data, as well as data on frequency and types of computer use, skill building progress and achievement of education and employment related goals.
13. Shall be available for local and out of the area travel as required for continuing education project-related training such as computer training, student advisor training, college-readiness information, student meetings, college tours, and various activities.
14. Shall attend all required meetings and functions as requested, including evening and weekend events and activities.
1615. Other job-related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to understand and follow oral and written instructions.
3. Have the ability to manage time well and work on multiple tasks under performance deadlines.
4. Have the ability to establish and maintain harmonious working relationships with prospective post-secondary education participants, other employees and the public.
5. Have the ability to motivate learning in an educational setting; ability to maintain confidentiality.

**Requirements:**

1. Must have an Associate's degree from an accredited college and one year of professional student services experience, or equivalent combination of a successful higher education experience and work history.
2. Must have demonstrated ability to understand Native American perspectives and establish excellent rapport with Native American students.
3. Must have demonstrated knowledge of academic advising techniques (e.g., admission requirements, financial aid processes, college entrance and graduation requirements, and organizational structure of community colleges).
4. Must have excellent organizational skills; ability to work independently. Must be able to coordinate and/or perform multiple task of a complex nature requiring discerning judgement.
5. Must have demonstrated ability to exercise tact, discretion, and capacity to inspire cooperation and confidence among students.
6. Must have demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone communications.
7. Must have excellent computer skills; previous experience with online, videoconferencing and other technology-mediated instructional methods.
8. Must have demonstrated ability to establish/maintain an effective file and retrieval system; previous experience with postsecondary student records management.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to the Tribe's confidentiality policy.

11. Must successfully pass a pre-employment drug-screening test, criminal background check, and fingerprinting (LIVE scan).

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal and Indian Preference will be observed in hiring.

**Veterans Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:** April 30, 2015

**Revised:** October 24, 2019, June 24, 2021

**Review Committee Approved:** November 2, 2021

**Employee's Signature:** \_\_\_\_\_