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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

**Karuk Dental Clinic**

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

**Administrative Office**

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

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## Job Description

**Title:** Student Services Coordinator

**Reports to:** Education Program Coordinator

**Location:** Happy Camp and Orleans, CA

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

**Salary:** \$13.45 - \$15.38 per hour, depending on experience grant funded until 10/2019

**Summary:** The Student Services Coordinator funded by the Native Youth Community Project (NYCP) will complete grant objectives including but not limited to the High School college readiness program, developing and maintaining a student database, and organizing American Indian Student Association meetings and events. This position requires well-developed communication skills and a successful higher education experience.

**Responsibilities:**

1. Develop and coordinate 3 annual public forums for Tribal and public leadership, parents, middle and high school students to introduce “Nine Principles” framework, identify unmet needs and inventory resources; and establish annual priorities and short-term goals related to “Nine Principles.”
2. Act as a liaison between the Karuk Education Department and local schools.
3. Complete Individualized Academic Plans (IAPs) for all American Indian students attending and entering Happy Camp High School.
4. Recruit and oversee Education Department tutors. Coordinate remediation and tutorial assistance as indicated based on academic performance and student/parent requests.
5. Assists Project 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.
6. Identify, inform, and assist high-achieving high school students in accessing Advanced Placement courses through local community colleges, including classroom, online, and distance learning courses at Community Computer Centers and College of the Siskiyous.
7. Organizer American Indian Student Association (KYLC –Karuk Youth Leadership Council) and coordinate association meetings at least twice a month to develop leadership and organizing skills based on “Nine Principles” themes.

8. Schedule and assist high school students in preparing for “gate keeping” college entrance exams, including ACT, PSAT, SAT and community college English/math placement tests.
9. Research, disseminate and submit information about public and private sources of financial aid and scholarships on the Karuk Education website.
10. Develop and update public access repositories of college information and resources, including current catalogs from colleges and universities.
11. Develops cooperative working relationships with financial aid and student services professional at colleges and universities.
12. Identify and/or create opportunities for high school students to participate in Summer Camps to enhance school-based language, math and science programs.
13. 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’s careers and technical occupations available.
14. Maintains confidential records of student performance and on student academic achievements, obstacles encountered, recommended remediation, and possible program improvements.
15. 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, etc. and student meetings, college tours, and activities.
16. Shall attend all required meetings and functions as requested, including evening and weekend events and activities.
17. 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 postsecondary education participants, other employees and the public.
5. Have the ability to motivate learning in and 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**

**Chairman's Signature:** \_\_\_\_\_

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