



VACANCY NOTICE #16-48

TITLE: Student Outreach Coordinator
Regular, Full-Time
DEPARTMENT: Education Department
SALARY: Dependent on Qualifications
OPEN DATE: October 3, 2016
CLOSING DATE: Open Until Filled

Summary: Responsible for assisting the Education Services Manager and the Research Associate with the implementation and delivery of pre-college programs, college and career advisement, Summer Enrichment and Family Circle Projects; services the Title VII Indian Education Federal Grant, student out of school and afterschool programming.

Qualification Requirements: Bachelor's degree in Education or related field; AND two (2) years of experience in related duties and activities. Additional job related training and certification may be required. Must possess a valid driver's license and be insurable through the tribe's insurance carrier. Position is subject to a favorable criminal and motor vehicle background investigation.

Required Knowledge and Skills

Knowledge of:

- Towa language.
- Principles and practices of learning and training methods, techniques and formats.
- Cultural trends and community needs and resources.
- Customer service and public relations methods and practices.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Implementing program and project goals, objectives, procedures and work standards.
- Coordinating effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Preparing clear, concise and complete reports, correspondence and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Using initiative and independent judgment within established procedural guidelines.
- Communicating effectively in oral and written forms.

TO APPLY: Visit our website at www.jemezpuablo.org. Submit a completed tribal application to: Pueblo of Jemez, Attn: Human Resources Office, P.O. Box 100, Jemez Pueblo, New Mexico 87024, no later than 5:00 p.m. Indicate vacancy announcement number on the application. For further information or job inquiries contact the Human Resources Office at (575) 834-7359 or email address: HR@jemezpuablo.org

**** It is the policy of the PUEBLO OF JEMEZ to give preference to qualified Jemez Pueblo tribal members. ****

October 3, 2016

Human Resources Department

P.O. Box 100 • Jemez Pueblo • New Mexico • 87024
(575) 834-7359 • Fax (575) 834-0604