



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: College & Career Readiness/Student Success Coordinator

LOCATION: San Ildefonso Pueblo

SALARY: DOE

REPORTS TO: Education Director

Job Summary

The College & Career Readiness/Student Success Coordinator promotes the intellectual, emotional, recreational, social, and spiritual facets of student development for the members of Pueblo de San Ildefonso. Provides college awareness and college readiness through academics, career exploration, civic engagement, introducing college-life and leadership development for tribal members and community students.

Supervision and Guidelines

Work performed under the supervision of the Education Director. Guidelines include generally accepted education principles, applicable laws, rules and regulations, Pueblo de San Ildefonso policies and procedures and supervisory administrative instructions and directives.

Essential Duties and Responsibility:

Implements and assesses services aimed at increasing student persistence to graduation

Works as a bridge between the Pueblo, students, local schools and colleges

Serves as a success coach providing tools, tips and resources to empower students towards academic success

Provide academic tutoring and career services

Conduct workshops in collaboration with local service providers including assistance with financial opportunities such as FAFSA, scholarships, and internships.

Monitor academic and attendance progress of students

Coordinates the department's internship program for eligible students, working to establish student internships with community partners

Assist with correspondence with educational institutions, students, and other participants.

Assist in the planning, implementing and supervising of the afterschool and summer programs.

Assists in the implementation of the Pueblo scholarships program requirements for post-secondary, graduate, and doctoral students.

Performs other related duties as assigned.

Work Environment

Work performed in an office setting. Local to extensive travel is required.

Minimum Qualifications

Must be 18 year of age or older. Must have High School Diploma or GED plus two (2) years related experience and/or training; an Associate degree in Education, counseling, or related field preferred; or equivalent combination of education and experience. Must be knowledgeable in College/Technical school admissions process. Must possess knowledge of FASA process. Proficiency in Windows based computer applications including graphic software. Excellent interpersonal skills required including capacity to effectively present information and respond to questions from students, parents, and the general public. Teaching, advising, coaching, and/or counseling experience preferred. Excellent written and verbal communications skills. Ability to work with a diverse group of colleagues and students. Strong team player. Resourceful and innovative in finding useful information. A valid driver's license and must be insurable under the tribe's liability policy. Must pass a background check.