

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Department: Education

Position to be Filled: Career and College Coordinator

Required Qualifications/Essential Duties:

- Bachelor's Degree or Business Science (B.A/B.S.) - **Required;**
- Valid California Driver License- **Required;**
- Must be insurable through companies' carrier and maintain throughout employment- **Required;**
- Must obtain a valid California Class B (15 or less passenger) permit within 90 days introductory period- **Required;**
- Must maintain valid California Class B (15 or less passenger) license throughout employment- **Required;**
- Possess a Valid First Aid and CPR certification or able to obtain within introductory period- **Required;**
- Responsible for the general operation of the Santa Rosa Rancheria Career Center;
- Develops and maintains scholarship records and forms;
- Maintains bulletin boards related to colleges and careers;
- Arranges college application workshops and college tours;
- Help students sign up for ACT/SAT and gives prep classes for tests;
- Schedules and evaluates professional, vocational and college speakers;
- Assists students as they research post-secondary career training and employment opportunities;
- Assist students with college planning and meeting application deadlines;
- Reviews transcripts, completes college applications and financial aid forms, and informs students about dates and testing locations;
- Possess knowledge of a variety of occupations and occupational requirements;
- Maintain a roster of current college students;
- Make sure tuition is paid in a timely manner per Tribal Member student;
- Receive and review college students tuition, grades, transportation, childcare, supplies, room and board;
- Responsible in coordinating evening or weekend certification classes for the community such as forklift certification, welding and electrical, etc.;
- Organize computer classes for community (typing, email set up, Microsoft excel. etc);
- Drive company vehicle or personal vehicle to conduct business on behalf of the Education Department.

Reports To: Director

Starting Rate of Pay: \$20.00 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Updated: March 6, 2020

Deadline: Open Until Filled

Department Director

Date

Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.