

**TITLE: Director of Higher Education Date: September 1995**

**DEPARTMENT: Hannahville Community**

**DIVISION: Hannahville Indian School**

**POSITION SUMMARY: Perform and facilitate the administrative duties of the Hannahville Indian Community's Higher Education Program.**

**SUPERVISION RECEIVED: Reports to the Hannahville Higher Education Committee and directly to the Hannahville Indian School administrator.**

**SUPERVISION EXERCISED: None at this time.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES: Accepts and reviews Indian Scholarship applications. Approves or disapproves individual grants as instructed by the Hannahville Higher Education Committee.**

**Assists clients in acquiring community based, as well as other, education opportunities and assistance including; Informing tribal members of funding sources,**

**Assists in the completion of financial aide admission forms, etc.,**

**Visiting schools and vocational training facilities.**

**Provide counseling for potential students.**

**Acts as an educational resources for community and students.**

**Prepares, and submits quarterly reports and forms required by the Bureau of Indian Affairs and Higher Ed Committee.**

**Attends workshops, seminars, etc. regarding vocational training, Indian Education etc.**

**Maintain current listing of applicants, financial budgets, ledgers, students scholarship awards and refunds.**

**Conducts financial aid workshops for students, parents, schools and organizations as request. Makes on-campus visits when necessary.**

**Functions as receptionist, answering all inquiries as they pertain to Higher Education. Logs all incoming/out going telephone calls and correspondence as they pertain to enrolled students.**

**Schedules, facilitates, and prepares agendas for meetings of the Higher Education Committee.**

**PERIPHERAL DUTIES: Other related duties as assigned.**

**DESIRED QUALIFICATIONS:**

**Education:** Bachelors degree preferred.

**Experience:** At least 2-years experience with tribal schools

**Knowledge:** Generally financial practices and procedures

**Skills and abilities:** Ability to carry out a project to their completion, ability to communicate effectively verbally and in writing, establish and maintain effective work relationships with employees and the general public.

**TOOLS AND EQUIPMENT USED:** Telephone, computer, copy and FAX machines.

**PHYSICAL DEMANDS:** Must be able to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** Work is usually carried out in a typical office setting. Noise level is usually moderately, quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

**SELECTION GUIDELINES:**

Completed application and resume, rating of education and experience; oral interview and reference check.

The duties listed above are intended as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature \_\_\_\_\_  
(Employee)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Supervisor)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Director)

Date \_\_\_\_\_