



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title:	Career Counselor	
Department:	Education	
Employment Status:	Non-Exempt	Grade: NE9
Opening date: May 3, 2021	closing date: May 17, 2021	

Job Summary

This position serves two functions with one being a primary contact between Universities and the Mescalero Apache Tribe with the intention of assisting potential students and serving as a liaison. Additionally this position leads and participates in recruiting programs and recruitment events, official college functions, special projects, and outreach to external audiences for the primary purpose of recruiting students to college. This position reports to the Education Director.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Answers telephones, checks email, assists visitors, and provides information.
- Reviews, corrects and submits time records for department.
- Monitors, reconciles, and assists with fiscal administration for the department, including but not limited to budgets, funding, grants, contracts, invoices for work completed, payroll, employment, travel, and/or purchasing; may assist with fiscal planning, including participating in seeking alternate sources of funding.
- Schedules, orders, appointments and maintains calendars for department; schedules, coordinates and facilitates meetings, facilities usage, events, and/or travel arrangements, as required.
- Establishes, updates, and maintains files, inventories, and records; orders supplies; implements and maintains data management systems.
- Provides general information and answers routine questions regarding the application of scholarships.
- Receives, reviews, and processes documents pertaining to scholarships, benefits enrollment, and personnel actions, verifying for completeness, accuracy, and compliance with established policy and procedural requirements.
- Performs complex and confidential administrative functions including developing and typing board minutes, obtaining board signatures and maintaining corporate records.
- Serves as the primary point of initial contact for the department; independently researches and prioritizes incoming issues and determines appropriate course of action, referral, and/or response.
- Receives, screens, evaluates, and determines appropriate response to all written correspondence received by the office; formulates and disseminates written responses as appropriate.
- Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Maintains and updates database, records retention schedules and inventory of records. Retrieves, allocates space and stores records, files and boxes of records in accordance with policies and procedures.
- Attempts to resolve complains and grievances of clients at first level.

- Participates in public outreach activities and represent the department at meetings.
- Works collaboratively with other tribal departments and external government agencies.
- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services and workshops.
- Responsible for campus student recruitment and facilitate appropriate targeted outreach efforts to support enrollment.
- Prepare and present recruiting and information programs to high school students.
- Travel to Mescalero, Ruidoso and Tularosa high schools.
- Contact and correspond with high school counselors for onsite visits. Follow up to get application files completed.
- Performs other duties as assigned.

Minimum Qualifications

- Associates Degree in Business Administration, Public Administration or related field.
- Three years administrative experience. Computer and database skills required.
- May be required to have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen background investigation, and obtain and maintain Class III Gaming License.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of computerized information systems.
- Knowledge of general accounting principles.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in organizing resources and establishing priorities.
- Skill in database management.
- Ability to represent the executive and department in a professional manner, building respect and confidence.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgement.

Physical Demand and Working Condition:

- Work is performed inside in a non-smoking facility with regular work hours, but may require traveling independently with overnight lodging, working evening and weekend hours to meet operational needs.
- Work is medium in nature that at times requires exerting up to 60 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.