

DIRECTOR, NATIVE AMERICAN STUDENT SUPPORT AND SUCCESS PROGRAM

JOB SUMMARY

Under the direction of the area administrator, oversee the implementation of grant efforts in support of American Indian/Alaskan Native (AI/AN) students. The Director of Native American Student Support and Success Program (NASSSP) will work closely with the area administrator to ensure culturally responsive support is provided from faculty and staff to AI/AN students and ensure they have access to resources and opportunities to thrive academically and personally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Oversee the development, coordination, and implementation of programs and services aimed at supporting the success and retention of American Indian (AI)/Alaskan Native (AN) students; lead the development and implementation of strategic outreach efforts to increase enrollment of AI/AN students; coordinate and oversee support mechanisms to support retention and educational goal completion of AI/AN students.
2. Develop professional development resources in support of AI/AN student development for staff and faculty; establish culturally relevant services and programs that align with the unique needs of AI/AN students.
3. Prepare and conduct presentations to students, faculty, staff, and community members on relevant program information.
4. Responsible for implementation of grant program objectives; compose correspondence and reports to meet grant guidelines and requirements; identify, apply for, and manage grants that support AI/AN student programs and services.
5. Oversee the maintenance of the NASSSP program website with accurate information for students and the college community.
6. Design, implement, and evaluate programs and initiatives that promote the academic success, retention, and graduation of AI/AN students.
7. Assist in developing staffing priorities for assigned areas; participate in the hiring processes for district personnel; train, supervise, and evaluate assigned personnel.
8. Collaborate with academic departments, counselors, and student services to provide comprehensive support for AI/AN students.
9. Assist students in navigating campus resources such as academic advising, financial aid, tutoring, mental health services, and career counseling.
10. Advocate for AI/AN students, addressing their unique challenges and barriers to higher education.

11. Foster strong relationships with local AI/AN communities, tribal organizations, and educational institutions to strengthen student recruitment and engagement.
12. Plan and participate in events, cultural activities, and workshops designed to celebrate and promote AI/AN heritage and student success; work closely with college administrators, faculty, and staff to promote cultural awareness and understanding of AI/AN traditions and issues affecting students
13. Represent the MSJC Native American Student Support and Success Program in the community on matters relating to assigned programs and participate in community planning activities; serve as a liaison between the college and tribal nations to support partnerships and initiatives; participate in campus-wide committees and initiatives focused on equity, diversity, and inclusion
14. Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Administrative procedures and practices at the college level
2. Historical and structural roots of identity and inequality amongst traditionally marginalized groups
3. Modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing

Skills in:

N/A

Ability to:

1. Communicate effectively, both orally and in writing using interpersonal skills with tact, patience, and diplomacy.
2. Perform complex multi-tasking duties that include interpreting and implementing federal and state regulations and District policies and procedures.
3. Develop and manage the program's budget, including resources allocated for scholarships, events, and services.
4. Prepare reports and assessments to measure program outcomes and effectiveness.
5. Ensure compliance with all grant requirements, including budgeting, reporting, and program evaluation.
6. Oversee data collection and analysis to track the academic progress and retention of AI/AN students.
7. Ensure alignment with institutional goals, policies, and state regulations for Native American student programs.
8. Meet timelines and schedules.
9. Handle multiple assignments simultaneously and set priorities based on customer needs.
10. Maintain documentation and records.
11. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Bachelor's degree from an accredited institution in Native American/American Indian Studies or a similar field (education, counseling, or social work); **AND**
2. Experience working to support American Indian/Alaskan Native students and communities; **AND**

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential job functions.

Primary function requires sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 20 pounds; to operate office equipment requiring repetitive hand movements and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hear in the normal audio range with or without correction. Work is performed primarily in a standard office setting with travel from site to site. The incumbent must be able to work in a fast-paced office environment with background noise and a high stress level.