



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Higher Education Manager

**OPEN:** June 16, 2021

**CLOSES:** June 30, 2021

**EXEMPT:** Yes

**JOB CODE:**

**SALARY:** \$25.00 per hour

**DIVISION:** Administration

**SHIFT:** Day

**DEPARTMENT:** Workforce Development

**LOCATION:** Administration Building

**SUPERVISOR:** Workforce Development Director

**DURATION:** Regular Full-Time

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the Workforce Development Director and the Lummi Higher Education Board, the Higher Education Manager is responsible for providing community members with the information and tools to assess and pursue technical and higher education goals. These tools include access to the Lummi Higher Education Scholarship (LHES). The Higher Education Manager administers the Lummi Higher Education Scholarship in compliance with the Lummi Higher Education Scholarship Board (LHESB) policies and procedures.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Provide administrative support to the LHESB. Support duties include coordinating LHESB meetings, recording minutes, storing records, updating LHESB documents, and archiving records and documents.
2. Serve as caretaker of the LHES policies and procedures. Assess annually and as needed draft recommended updates and revisions.
3. Coordinate the LHES availability announcement and advertising process.
4. Coordinate the LHES application process.
5. Develop a database of all LHES recipients. The database should include, but not be limited to: name, contact info, school name, field of study, years of study, anticipated graduation date, LHES amount awarded current year, LHES amount awarded to date, stated expectation of working at LIBC post-graduation, preferred role post-graduation.
6. Provide a written report of aggregated LHES recipient data to the LHESB at least annually.
7. Coordinate the distribution of LHES funds to schools.
8. Maintain data, organized by school, on the graduation rate of LHES recipients and the amount of funds dispersed. Present a written report to the LHESB at least annually.
9. Document points of contact and develop a relationship with the Financial Aid Office, Admissions Office, and if available the Minority Recruitment Office of all post-secondary education institutions in Whatcom County.
10. Identify a point of contact with the Financial Aid Office, Admissions Office, and if available the Minority Recruitment Office of the University of Washington, Washington State University, and any schools currently being attended by more than two LHES recipients.
11. Serve as a subject matter expert on the school admission process for all post-secondary education institutions in Whatcom County.

12. Gather and share information on the admissions process at the University of Washington, Washington State University, and any schools currently being attended by more than two LHES recipients.
13. Serve as a subject matter expert on the Free Application for Federal Student Aid (FAFSA) and assist tribal members in completing and submitting as requested.
14. Maintain a directory of local, state, and nation-wide scholarship opportunities, specifically those scholarships with application requirements that are a good fit for community members.
15. Gather and share information on career trends; including but not limited to data for Whatcom County and Washington State on annual salary, job growth, and education requirements for industries identified by the LHESB.
16. Host an annual community event to provide information on services provided by the Lummi Higher Education Program, FAFSA and scholarship application assistance, college requirements, and career trends.
17. In coordination with Lummi Nation School and Ferndale High School, meet with high school juniors and seniors and their parents/guardians to provide ongoing college/career readiness advising and workshops. Potential LHES applicant data should be gathered and stored.
18. Coordinate and participate in college/career readiness workshops and information sessions with American Indian College Fund (AICF) Native Pathways, NWIC Financial Literacy Program, Lummi Employment Training Center summer youth program, Future's Northwest and Lummi Johnson O'Malley.
19. Attend meetings and fulfill tasks as assigned by Workforce Development Director.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree with (2) years of experience implementing quality programming in an education setting.
- Experience working as a college counselor, school leader, or working with students.
- 2 years experience in a leadership role in a service-oriented, high-interaction program or business.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of postsecondary access to success pipeline.
- Strong verbal and written communication, analytical, organizational and interpersonal (customer-service oriented) skills required.
- Must be comfortable with a high-traffic, customer-service role. Must be comfortable with telephone discussions.
- Possess fluency in common software, including a strong understanding of MS Word and Excel.
- Knowledge of Access or another data-management tool is desirable.
- Requires excellent record-keeping skills, both paper and electronic.
- Requires understanding of good bookkeeping practices.
- Requires knowledge of financial aid processes, specifically in-depth knowledge of the Free Application for Federal Student Aid (FAFSA).
- Requires ability to work at the location most convenient for the students. This may mean working in a non-traditional workspace such as a tribal school meeting space, career-fair booth, or college cafeteria.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.

- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check, with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.