



FEDERATED INDIANS OF
GRATON
RANCHERIA

****NOTICE OF JOB OPENING****

Job Title: FIGR Scholarship & Academic/Career Counselor	Department: Administration
Classification: Exempt	Work Hours: Full Time – 40 Hours Per Week
Salary Range: \$65,000 - \$78,000	Location: Rohnert Park

Position Summary:

The incumbent will focus on identifying and working with FIGR Citizens to promote and provide opportunities that will make vocational and post-secondary education more accessible. Utilizing a strength based approach to educational achievement, the incumbent will provide resources, both human and potentially capital, that are related to the transition from high school to career. This position will be responsible for directing the support of project goals and objectives to expand and coordinate FIGR tribal citizen accessibility to higher education

Minimum Qualifications:

- ❖ Associate's Degree in Human or Social Services, Sociology, Psychology, Education, Native American Studies, or other closely related field
- ❖ 2-3 years direct management/supervisory experience preferred

Other Qualifications:

- ❖ Knowledge of the needs of Native American students specific to access to higher education and training
- ❖ Knowledge of Native American values and culture
- ❖ Knowledge of GED, vocational and post-secondary education systems and entry requirements
- ❖ Ability to plan, coordinate and direct varied and complex operations
- ❖ Ability to respect and adhere to strict rules of confidentiality
- ❖ Ability to work collaboratively with project staff, supervisor's and volunteers
- ❖ Ability to work effectively with Native American families
- ❖ Ability to read, understand and follow complex rules, regulations, policies and directives.
- ❖ Ability to exercise sound judgment.
- ❖ Maintain a current and valid driver's license and must be insurable.
- ❖ Successfully pass all pre-employment and background testing.

Benefits: FIGR offers a healthy, engaging work environment with a competitive benefit package.

To Apply: Please submit a Tribal Employment Application with your resume and a cover letter detailing your education and experience related to the position advertised. Visit our website at www.gratonrancheria.com to download a copy of the application. Email complete application packet to:

jobs@gratonrancheria.com or mail to
Federated Indians of Graton Rancheria

Attention: Human Resources
6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

POSITION OPEN UNTIL FILLED

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

Preference in hiring is given to: (1) Qualified Federated Indians of Graton Rancheria Citizens; and (2) qualified American Indians in accordance with Title 25, U.S. Code, Section 472 and 473. Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.