

**Eastern Washington University  
American Indian Studies**

**Position Description:** Coordinator/Recruiter – American Indian Studies (E99813)

**Position Summary**

Primary areas of responsibility include: recruiting new students, providing guidance and support services which promote retention (such as application processes, financial aid information, etc.), and assisting with the variety of operational, administrative and outreach responsibilities of the programs. A more complete description of position responsibilities begins on page 2.

**Required Qualifications**

- Bachelor's degree in a relevant academic field, which could include any discipline in the social sciences, Native American studies or related, Education, or Finance (or related).
- Relevant experience, such as working in higher education in disadvantaged or underrepresented college and/or high school students; work experience in minority affairs, minority achievement, retention, college preparatory programs, recruitment, and student advising; or other relevant experience;
- Advanced computer skills to include Microsoft Office, Apple and other applications and technologies necessary for data access/retrieval and communications; experience with Excel spreadsheets and developing databases is required.
- Understanding of Native American and Indigenous cultures, and the ability to work with culturally and economically diverse populations, including first generation students.
- Required knowledge and abilities in at least \*three\* of the following areas:
  - Knowledge of high school to college transition
  - Ability to generate ideas for new and modified first-year transition and retention programs for upperclassmen.
  - Ability to skillfully work with and engage campus constituents with a wide range of understanding, in working with American Indian and Indigenous students and their families (position will have contact with faculty, staff, and administrators);
  - Ability to work effectively with campus service units to disseminate information and encourage dialogue to improve cultural awareness;
  - Demonstrated ability to apply a culturally responsive and flexible approach that is supportive to the diverse needs, including universal accessibility, of our students, faculty, staff, and the public.

**Preferred Qualifications**

- Masters in Higher Education or Counseling, Native American/Indigenous Studies or other related areas specific to working with students of American Indian/Indigenous descent and first generation populations.
- Teaching experience or presentation/workshop planning, design, development and implementation.

- Work experience with students of American Indian descent, individuals of all ages and their families;
- Direct experience working with, developing or coordinating retention initiative or related work;
- Direct experience or familiarity with grant writing
- Experience with social media platforms such as Instagram, Twitter, or FaceBook; desktop publishing software such as InDesign, Publisher, Adobe Suite
- Experience with public speaking engagements

### **Job Responsibilities**

Note: percentages of time associated with the responsibilities are estimates. The volume of time spent in each area will flex throughout the year to meet changing program needs and the natural cyclic focus associated with the academic year.

#### ***30% of Time: Recruitment***

- Plan methods and strategies for recruiting Native American and Indigenous students to EWU, and coordinate recruitment activities.
- Conduct recruitment visits to both public and tribal high schools, community colleges and other resources and maintain cooperative relationships with high school and tribal counselors and community and tribal based organizations and agencies.
- Maintain contact with prospective students, parents, guardians, school personnel, etc.; refer prospective students to student services (advising, admissions, etc.) as appropriate.
- Provide information to prospective students on processes and policies relating to application, admissions, financial aid, including Native specific funding, and academic policies; monitor admissions and financial aid process for Native American and Indigenous students, identify issues; take steps or make referrals to resolve.
- Develop and administer program scholarships in collaboration with the office of Student Financial Aid and Scholarships and the University Foundations Office.
- Attend evening and weekend events, and programs as needed.
- Work in partnership with the Office of Admission and Admissions Advisors concerning admissions of students of American Indian descent

#### ***40% of Time: Retention Activities***

- Oversee and maintain American Indian Studies academic support programs such as tutoring
- Develop procedures and approach for providing individualized culturally specific counseling services.
- Coordinate mentoring and retention efforts; provide academic, career, and personal counseling to students; advise on academics, policies, course selection, degree, major, grad requirements, grants, scholarships, internships.
- Advocate and mentor students: Meet regularly with students and provide academic, emotional and cultural support
- Monitor and track student academic progress
- Be familiar with College resources such as tutorial programs and writing centers that support students.
- Work with alumni groups as part of retention

- Analyze reasons and contributing factors for why Native American and Indigenous students are not retained; develop reports and proposals on retention.
- Develop and provide workshops on issues that contribute to retention.
- Maintain information on careers, professional occupations, internships and community social services agencies for use by students.
- Advise and assist AISP Director and others as appropriate on matters relating to issues and concerns of students or pertaining to department; advise student organizations
- Assist American Indian Studies faculty in supporting American Indian—Race & Culture Studies majors

***30% of Time: Administrative Programmatic Activities***

- Collect and analyze data related to prospective students; prepare and disseminate reports.
- Collect and analyze data related to student success measures, including student persistence and retention rates; prepare and disseminate reports.
- Analyze results of retention strategies and activities, and prepare reports and contribute to departmental reports as required
- Create and disseminate marketing materials-brochures, advertisements, and recruitment literature.
- Develop relationships with student affairs staff, faculty and administrators from the Colleges and become familiar with student policies and academic standards;
- Develop and maintain cooperative relationships with guidance counselors, community organizations and agencies, and other key influencers
- Represent the American Indian Studies Program and EWU, participate in networks, conference tours, and community activities focusing on recruitment of Native American and Indigenous students.
- Plan strategies and approach for accomplishing departmental goals and objectives; assist program Director with program activities, services, events, research, fund raising, alumni activities, and administrative activities.
- Contribute to or assist with quarterly newsletter, correspondence, website, articles, news releases, public service announcements, brochures, fliers.
- Develop and maintain contacts with tribal, Native focused, and other local and regional constituents; inform about program activities.
- Conduct outreach activities; participate in events; serve as program liaison; disseminate program information; represent American Indian Studies program, Race & Culture Studies major and EWU at local, regional, national conferences and other types of events.
- Develop workshops for faculty and staff to develop cultural understanding of American Indian students and their experiences
- Conduct workshops/presentation about College success, American Indian Studies, Race & Culture major and other issues related to encouraging college access and preparation at local high schools, churches, community colleges, community organizations and other venues
- Make other professional contributions through presentations and participation in local and regional venues and conferences
- Collaborate with instructional faculty and staff in all subjects and skills to make learning more effective for American Indian students by incorporating American Indian relevant content and pedagogy and performance styles of diverse students into the general education curriculum
- Expected to be familiar with current research and trends in higher education specifically as it relates to the success of students of American Indian descent, specifically American Indian student
- Serve as liaison to various constituent groups relative to first-year programs & activities and retention such as Residence Services, Community Engagement, Alumni Advancement, and academic colleges, schools and departments
- May develop, plan and teach College Success & First Year Experience courses provided educational degrees are met and unit offering the course approves