

POSITION TITLE: Education Specialist

DEPARTMENT: Education

LOCATION: UKB Tribal Complex – Tahlequah

REPORTS TO: Education Director

STATUS: Full-Time, Non-Exempt

PAY: BOE

INTERNAL/EXTERNAL OPENING DATE: 11/14/2023

INTERNAL/EXTERNAL CLOSING DATE: 11/21/2023

Summary of Duties and Responsibilities

The Education Specialist is responsible for the administration of a Tribal library, information, and learning center. The Education Specialist will also be responsible for intake and aid of new and current Keetoowah students and proctoring classes via satellite. In conjunction with counseling duties, the employee will be expected to aid in cataloging and organizing programs and coordinating adult literacy programs.

Minimum Qualification Requirements

1. Must pass a background check prior to employment and every 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.
2. Must comply with all Health policies established by the Tribe.
3. Is proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage workload.
4. File and records management.
5. Proctoring experience preferred.
6. Assists in creating programs and activities for students.
7. Reviews prospective students' applications and processes accordingly.
8. Meets with prospective students and answers questions about available programs and opportunities for students.
9. Ensures that application information is correct and complete.
10. Answers and transfers phone calls, screening when necessary.
11. Welcomes and directs visitors and clients.

12. Responds to and resolves administrative inquiries and questions.
13. Maintains office supplies and coordinates maintenance of office equipment.
14. Always maintain a high level of ethical standards.
15. Proven ability, in prior positions, to exercise good judgement in stressful situations.
16. Excellent attendance record in previous positions.
17. Excellent employment references from previous positions.
18. Ability, aptitude, and willingness to work consistently in a professional manner.
19. Must maintain absolute confidentiality of sensitive information.
20. Ability to keep legible and accurate records.
21. Ability to establish and maintain effective working relationships with other employees, staff, and the public.
22. Assist with maintaining and organizing the library.
23. Performs other related duties as assigned.

Education/Experience

1. High School Diploma or GED required.
2. One to two years of relevant work experience preferred.

Physical Requirements

1. Prolonged periods sitting at a desk and working on a computer.

UKB and Tribal preference applies.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to sthompson@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date