



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

JOB VACANCY ANNOUNCEMENT
Temporary Full Time Student Success Specialist

January 17, 2020

The Education Department has a temporary full-time Student Success Specialist position available.

STUDENT SUCCESS SPECIALIST: Student Success Specialist promotes the intellectual, emotional, recreational, social, and spiritual facets of student development for the members of Pueblo de San Ildefonso. Provides college awareness and college readiness through academics, career exploration, civic engagement, introducing college-life and leadership development for tribal members and community students.

Guidelines include generally accepted education principles, applicable laws, rules and regulations, Pueblo de San Ildefonso policies and procedures and supervisory administrative instructions and directives.

MINIMUM QUALIFICATIONS: Must have High School Diploma or GED plus two (2) years related experience and/or training; an Associate degree in Education, counseling, or related field preferred; or equivalent combination of education and experience. Must be 18 year of age or older. Must be knowledgeable in College/Technical school admissions process. Must possess knowledge of FASA process. Proficiency in Windows based computer applications including graphic software. Excellent interpersonal skills required including capacity to effectively present information and respond to questions from students, parents, and the general public. Teaching, advising, coaching, and/or counseling experience preferred. Excellent written and verbal communications skills. Ability to work with a diverse group of colleagues and students. Strong team player. Resourceful and innovative in finding useful information. A valid driver's license sand must be insurable under the tribe's liability policy. Must pass a background check.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

APPLICATION: A job description and application are available in the Human Resources office. Downloadable applications are available on our web site at www.sanipueblo.org. Submit your resume and application to the Human Resources office in person, or via e-mail to karquero@sanipueblo.org or FAX: 455-4149. Call 455-4112 with questions regarding this position.

DEADLINE FOR APPLYING: Open Until Filled