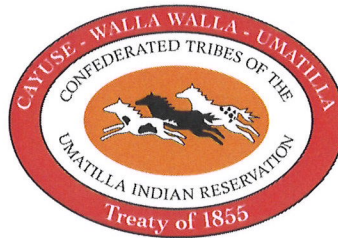


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Tribal Navigator

SALARY: Pay Range: 7-8
\$52,796.06 to \$74,164.20 annual
DOE/DOQ

DEPARTMENT: Department of Education

LOCATION: Nixyáawii Education Center, Mission OR
Marrow Hall at Blue Mountain Community College, Pendleton OR

EMPLOYMENT STATUS: Full Time with benefits package
Covered Status
Background check required
Non-Exempt

SUPERVISED BY: Higher Education Manager

OPENING DATE: May 6, 2025

CLOSING DATE: May 20, 2025, First Review

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855; to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation (Confederated Tribes).

GENERAL STATEMENT OF DUTIES

The Tribal Navigator supports Tribal members in achieving their educational and career goals by providing student support services and workforce readiness assistance. This position fosters a welcoming and inclusive campus environment by serving as a Tribal liaison at Blue Mountain Community College (BMCC) and facilitating college readiness and post-secondary student services for Tribal students. A key responsibility is leading the College

Internship Program, which connects post-secondary students with internship opportunities and career development resources.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

Tribal Navigator (60%)

1. Provide student success services to Tribal learners who are interested in/or actively pursuing vocational training, post-secondary education, and college internship opportunities.
2. Guide students and families through the college readiness processes (i.e., admissions, registration, financial aid, academic advising, bookstore, etc.) and provide tutorials on electronic systems/applications used by BMCC.
3. Coordinate with BMCCs to streamline admissions, registration, and financial aid processes, ensuring students receive placement testing and course selection support, etc.
4. Monitor BMCC Tribal student progress to ensure compliance with academic standards.
5. Serve as staff advisor for the BMCC Native American Club (NAC), chair the BMCC powwow committee, and actively participate in the BMCC Native American Advisory Committee.

Intern Coordinator (40%)

6. Coordinate and lead the Confederates Tribes College Internship Program (CIP) in alignment with annual work plan objectives and maintain compliance with standard operating policies and procedures.
7. Foster strong relationships with internal/external programs and organizations to expand internship opportunities for Tribal college students.
8. Coordinate with site supervisors to anticipate needs, resolve conflicts, and achieve shared goals, monitor intern performance and placement site experiences.

General

9. Cultivate a respectful working/learning environment, maintain compliance with the Family Educational Rights and Privacy Act (FERPA), and adhere to department-specific expectations or procedures
10. Work to complete project-level deliverables and prepare reports on accomplished work in a timely manner.
11. Review and comment on operational documents associated with the DOE.
12. Communicate program goals/expectations to participants and provide timely feedback/documentation to students, families, community partners, and appropriate employees of the Confederated Tribes.
13. Act as an advocate, mentor, or academic coach for tribal members and initiate referrals to tribal/non-tribal community resources and assistance programs based on demonstrated needs.
14. Maintain accurate programming records and utilize culturally responsive subject matter/material that is current, relevant, and meets industry standards.
15. Promote high levels of achievement in relation to individual skills and abilities of students/interns.
16. Facilitate group presentations or 1:1 coaching that foster academic success or workforce readiness.
17. Plan and lead community outreach efforts (i.e. FASFA/work source workshops, college/career fairs, college visitations, alumni engagement) and develop public-facing media in accordance with the Confederated Tribes branding guidelines (i.e., KCJW, CUJ, social media, flyer distribution).
18. Collect and utilize data to make informed programming decisions and use electronic systems and applications related to the job.

19. Attend training(s) that will augment the skills needed to perform essential duties/responsibilities and maintain current endorsements, certifications, or credentials required for the position.

20. Carry out other duties assigned by the program manager.

SUPERVISORY AUTHORITY: College Interns

SIGNATORY AUTHORITY:

Training documents and staffing assignments for the Confederated Tribes College Internship Program.

ACCESS TO SENSITIVE AREAS:

Internship program employment files, sensitive student information, and higher education student files during the proper performance of duties.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Possess a bachelor's or master's degree in arts and humanities, education, STEM, social work, or related field with at least (1-2) years of experience OR a current industry-recognized credential in career and technical education, workforce development, or related fields with at least (2-3) years of experience in workforce development or student success services.
2. Demonstrated working knowledge of post-secondary student support and work-source services, preferably admissions, advising, career coaching, outreach/recruitment, or workforce development.
3. Clearly demonstrate experience coordinating within professional networks and collaborating with community partners to achieve shared goals.
4. Demonstrate knowledge of and capacity to provide work source services.
5. Have a working knowledge of and ability to implement motivational interviewing techniques, standardized progress monitoring methods, and needs assessments.
6. Proven community engagement/outreach and event planning experience.
7. Must have experience navigating difficult conversations, complex situations, and systematic barriers using sound judgment, critical thinking, and problem-solving skills.
8. Must have strong interpersonal and communication skills, with the ability to create clear, well-structured reports, emails, letters, and promotional materials for marketing/outreach and address the public.
9. Must have record-keeping and data management/evaluation experience.
10. Must have experience with and a thorough understanding of Microsoft Windows and Microsoft Office 365 products, Canva, Adobe Pro, search engines, and other office technology.
11. Must be self-motivated and capable of working independently and as part of a team with minimal supervision.
12. Proven ability to manage multiple projects and complete assigned tasks/duties effectively and efficiently.
13. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and airplanes for travel related to job.
3. Ability to work evenings and/or a flexible schedule, as necessary
4. Ability to lift to 25 pounds of weight above shoulders.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.


APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, the application package must be post marked by the closing date.


Approved: Jue Jue Withers-Lyons, Assistant Director, Office of
Human Resources

5/5/2025
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date