



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

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### **POSITION DESCRIPTION – ACADEMIC ADVISOR**

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**Reports To:** Education Director

**Department:** Education

**Status:** Non-Exempt

**Salary Range:** \$39,000 - \$42,000 Annual

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#### **SUMMARY AND SCOPE:**

Advises students concerning their academic plans, progress, and academic/career goals, in order to assist the students in making personal education decisions and meeting graduation requirements. This is a professional, non-instructional advising position supporting the Picayune Rancheria of the Chukchansi Indians Education department. This position requires considerable contact with students and therefore requires extensive communication skills. Academic Advisors are expected to possess extensive knowledge about academic programs, policies, procedures, and student support services within the scope of their responsibilities. They must be able to interpret student needs and provide individualized service and assistance while maintaining confidentiality.

#### **PRIMARY RESPONSIBILITIES:**

- Meet with students regularly to review degree progress and graduation requirements.
- Keep up with registration deadlines and help make sure students register in time.
- Review placement tests and certifications with students to ensure they are fulfilling requirements and are placed in the proper classes or programs
- Assist students in identifying long term goals and career plans, both academically and personally. Guide students to meet graduation requirements in a timely fashion while preparing them to meet their individualized future goals.
- Advise all students and assist in their exploration of academic programs whilst focusing on academic policies and procedures and available resources.
- Maintain confidential advising records.
- Utilize information systems, as necessary, to aid in the delivery of advising services.
- Create academic plans for graduation, refer students to community resources.
- Review career goals with students and help them follow the proper track to reach their goals.
- Maintain the confidentiality of student records and other information according to FERPA regulations.
- Assist the Education Director in planning and preparing educational outreach activities including campus visits, Senior Day, Community College Day and College Open House.
- Provide one-on-one advising to new, returning, transfer students regarding courses, major, career choices, academic policies and degree requirements.

- Intervene when student academic performance declines, assist student in connecting with resources, such as counselors or tutors.
- Perform other related duties as required or assigned

**MINIMUM QUALIFICATIONS:**

- Must have a Associates Degree in Education or a closely related field. Bachelor’s Degree is preferred.
- Two years of experience in Advising students
- Excellent organizational skills
- Knowledge and understanding of education and degree requirements for students wanting to graduate
- Understanding of the skills and education necessary for students to enter various professions
- Excellent written, verbal, and interpersonal skills, especially with students
- Must have a valid Driver’s license and DMV printout.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.

**APPLICATION PROCESS:**

If you are interested in this position, please submit the following:

- Completed Application
- Cover Letter *and* Resume
- Documentation of completion of Higher Education *and* certification
- If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: [jobs@chukchansi-nsn.gov](mailto:jobs@chukchansi-nsn.gov)

**PRCI TRIBAL PREFERENCE:**

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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(Employee Signature)

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(Date)

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(Human Resources Representative Signature)

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(Date)