



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 01/24/2019	Employee Requisition Number ER-19102	JOB OPPORTUNITY	
Title/Position: HIGHER EDUCATION DIRECTOR			
Pay Grade MG 8	Salary Range \$57,616-75,171	Classification Management	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Okmulgee	Location Code: 100	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the Secretary of Education and Training, the Higher Education Director will supervise staff, develop initiatives, monitor costumer service, and lead programs and processes within the Higher Education and Scholarship Programs.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Evaluate existing programs, revise budgets, and establish long term plans and goals. 2. Research and identify best practices in other tribal higher education programs and scholarship foundations to build plans to incorporate those practices into Muscogee (Creek) Nation. 3. Supervise staff positions and lead staff development in the Higher Education and Scholarship programs. 4. Complete necessary reports for Secretary of Education, describing program progress and issues as requested. 5. Represent Higher Education and Scholarship programs both internally and with outside stakeholders. 6. Identify and pursue donors and major gifts for the Scholarship Program. 7. Develop and lead implementation of fundraising events and donation follow-up procedures. 8. Coordinate tax processes for donors and internally for Scholarship Foundation. 9. Modernize existing programming through directives from Executive, Legislative, and Cabinet officials. 10. Write legislation, policies, and justification letters for Department wide programs. 11. Solve client issues and ensure all policies and procedures are being adhered to. 12. Collaborate with other tribal departments to develop programming which addresses the holistic needs of students and Native families within the Muscogee (Creek) Nation jurisdiction. 13. Work alongside Engagement Manager and database provider to expand data processes that support best practices in data collection and dissemination.



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	14. Any and all other duties as assigned.
Minimum Requirements:	Master's Degree with experience working in Higher Education, Nonprofit, or Foundation environments.
Preferred Requirements:	Master's Degree with experience working in Higher Education, Nonprofit, or Foundation environments. Experience in grant writing, donor relations, staff management, and outreach.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
While performing the duties of this Job, the employee is regularly exposed:
 Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise



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Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.