



**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 07/24/2019	Employee Requisition Number ER-19240	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>EDUCATION ADVISOR</b>			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: FEDERAL ADMINISTRATION & DEVELOPMENT	Location: Dewar	Location Code: 100A	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Project Coordinator, the Education Advisor will coordinate and deliver educational advisement and assist Native students in making successful transitions to further education, training, and employment. Duties and responsibilities include the following:
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Provide leadership and ongoing strategic planning for college for native junior high/high school students.</li> <li>2. Provide academic advising to students, individually or in groups, about College admission, financial aid, program study and degree options. Provide students with information about alternatives and possible consequences of academic decision making.</li> <li>3. Manage the delivery of career and transition services, including the provision of subject and career advisement by counselling students on career options and job skills.</li> <li>4. Complete other advising duties as requested such as: tracking student participation and grades, keep advising statistics, data reporting and documents kept up-to-date.</li> <li>5. Liaise with higher education institutions to provide accurate information to students, staff and parents.</li> <li>6. Promote career and transition issues with all stakeholders including parents, students, staff, and community groups.</li> <li>7. Facilitate professional development to staff and stakeholders.</li> <li>8. Participate in professional conferences and other self-directed professional development activities.</li> <li>9. Perform other duties as assigned.</li> </ol>
Minimum Requirements:	Bachelor Degree in Education/Business/ Human Development w/ experience working with Youth/ HS and College students
Preferred Requirements:	Master Degree with experience working in Indian Education, Higher Education, or Native Youth.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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#### 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

#### 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



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.