



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 12/10/2020	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: GRANT ADVISOR I			
Pay Grade SG 7	Salary Range \$22,380-29,161	Classification Full Time	
Department: HIGHER EDUCATION	Location: Okmulgee	Location Code: 105	FT/PT 1-Full Time

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

General Summary:	Under the direction of the Higher Education Manager and Scholarship Officer, the Grant Advisor I is responsible for assisting students with applying and receiving our program's supplemental grant and scholarship awards available from the tribe. This full- time position will compile student information, record student progress, and maintain data files to ensure the Higher Education office is processing student awards efficiently.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> -Interacts with students by email, phone, and in-person contacts to provide guidance on program details, information and requirements; -Enter student data and communication for accuracy and services delivery; -Receives and reviews applications completeness (required student documents and official transcripts), program eligibility, and to authorize release of award funding to students in a timely manner; -Compiles, sorts, and verifies accuracy of entered data for reports; -Reviews official transcripts, class schedules, and additional student documents for grant eligibility and program compliance; -Responsible for maintaining student records and providing updated information as necessary; -Assists with incoming mail, faxes, and other job duties as assigned.
Minimum Requirements:	High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience.
Preferred Requirements:	Over six months of customer service experience, current college student, or at least one semester of college experience preferred.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service: Responds promptly to customer needs.



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