



Eastern Band of Cherokee Indians

EDUCATION SPECIALIST

Position Description

Program:	Higher Education	Reports to:	Supervisor - Higher Education
Division:	Education	Position Number:	953137501; 953137503; 953137504; 953137506
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	10	Safety Sensitive:	No
PERFORMANCE EXPECTATIONS			

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Student Services - Education Specialist(s) have direct contact with prospective and current EBCI Higher Education seeking students {high school and adult} . Education Specialists provide guidance through the Higher Education funding process, establishing student files, requesting documents, submitting requisitions for payment, and maintaining communication with prospect and currently funded students until completion of their degree(s).

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Prepares and submits funding requests for EBCI students who are seeking higher education and certificate programs.
- Under direction of Supervisor - Education, Manager - Higher Education, conducts outreach and in person sessions to prospective students, informing them of funding opportunities, processes, and scholarships.
- Serves as a mentor for the Summer Youth College Experience program and participates in other events that promote higher education and career development.
- Continuously communicates with students and/or their designated person(s) to ensure deadlines are met, policy is effectively communicated; thusly, reducing the number of students in payback status.
- Creates student files in accordance with established internal policies, monitoring and updating continuously to avoid lost or outdated information.
- Enters student information into a master database or other digital collection medium, ensuring standards of entry are uniform.
- Maintain digital record and logs for easy data retrieval, including entry into databases and other software as mandated by the Department and in compliance with other EBCI departments' policies.
- Compliance/Data Retention - maintain student files according to established practices and policy.
- Follows established and approved, Higher Education Funding Policy in all funding transactions, working collaboratively with the Education Supervisor to identify areas for improvement and creating efficiencies by recommending solutions.

Scope of Supervision:

This position is not responsible for supervising others. This position is supervised by program leadership.

EDUCATION SPECIALIST

Position Description

MINIMUM MANDATORY QUALIFICATIONS

Experience:	One (1) year of related experience required. Experience to applying specific specialized technological knowledge and skills, such as communication of data retention (printed collateral and digital).
Education:	Bachelor's Degree in related field required.
Licenses & Certifications:	Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Higher education funding for community, university, trade, vocational, and post-secondary education entities.
- Knowledge of EBCI and department policies and procedures.
- Working knowledge of higher education processes (i.e., FAFSA, financial aid).
- Must have knowledge of software programs and skilled in the use of basic office equipment such as computer, calculator copier phone system scanner etc.
- Must have the ability to establish maintain effective working relations with students and coworkers.
- Must be familiar with scholarships, financial aid, and funding opportunities.
- Requires good written and verbal communication skills.
- Six (6) months to one (1) year in the position would be required to become proficient in most phases of the job.

Safety/Accuracy Focus:

A high degree of accuracy is required in job procedures such as completing scholarship applications, recoding data, and preparing reports. Review of work and subsequent procedures would detect most errors. Undetected errors could have minimal or far-reaching impact depending on the circumstances. Work is subject to review and is approved by the Supervisor prior to submitting to others.

Key Relationships:

Has frequent contact with various age groups daily from a variety of backgrounds. Has outside contact with various Tribal programs, educational institutions, corporations, and other businesses.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has access to highly confidential information contained in student files.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. The ability to plan and coordinate several activities at one time requires time management and ability to prioritize tasks. Maintains a high volume of student files with substantial amounts of funding per student.

PREFERRED QUALIFICATIONS

Experience in a highly, professional environment of 1 year in a leadership capacity preferred.

WORK ENVIRONMENT

Work Environment: Works in a busy office environment daily and may travel to high schools and college/universities.

EDUCATION SPECIALIST

Position Description

**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Close concentration and attention to detail are required during orientation, data entry, and reporting. Subject to frequent interruptions from staff and clients. Subject to frequent interruptions require varied responses. Job duties require standing, reaching, sitting, manual dexterity, visual acuity, and ability to speak and hear.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background
Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

EDUCATION SPECIALIST

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Education Specialist** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date