



## **JOB DESCRIPTION**

**Bishop Paiute Tribe  
Bishop, California**

**Position:** College and Career Counselor  
**Department:** Education  
**Supervised by:** Education Director  
**Pay Range:** T-5 \$15.45-\$21.63/hour (\$32,136.00 - \$44,990.40 annually) DOQ  
**FLSA:** Non-Exempt – Hourly / Regular Full-Time

**Position Summary:** Under the supervision of the Education Director, the College and Career Counselor will assist students and clients with the transitions from middle school to high school and high school to college, the college admission process, possess knowledge of the A-G requirements for high school students, possess knowledge of college admission requirements, help students submit financial aid and scholarship information, and assist with job-related issues; such as finding work, setting career goals and dealing with on the job stress.

**Essential Functions:** The College Career Counselor will work closely with the Education Director to provide effective college and career counseling.

- Assist middle school students with the transition to high school and high school students with the transition to college and/or vocational schools. The individual would need to be knowledgeable of the various area school curricula and assist students with the development of educational and career plans.
- Acts as the lead role for the Tribal/BIA scholarship program including processing of applications, payments, and mentoring of the award recipients.
- Assist students in securing financial aid and scholarship funding.
- Research and refer students to support services, such as: childcare, tutoring, housing, job placement and any necessary intervention services.
- Will collect information about colleges and their programs; such as tuition, cost of books and schedules for students and clients interested in pursuing secondary education.
- Meet with students, clients, teachers, parents and facilitators individually, or in small groups, to discuss the development and implementation of educational and career plans. This includes providing interest and aptitude assessment testing.
- Participate in and facilitate the intervention and prevention processes as directed by the Education Director.
- Teach people job search techniques and inform people about the labor market. They also will keep records of their clients' job applications, cover letters and resumes.
- Applicants should be comfortable working within the Native American community and meeting with students, clients and their families.
- Travel, as well as night and weekend hours, is required, as needed.
- Conduct presentations about their services at community and school events, as required.

**Supervisory Responsibilities:** The College and Career Counselor will oversee and assist students and adults on college visits and other job related events.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral Communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written communication— Ability to write clear and concise reports, memoranda, directives and letters.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

**Experience and Education:**

- AA Degree is required and/or a Bachelor's Degree is preferred in college and career counseling field (i.e. education, public relations, psychology or communications).
- Be CPR certified, and/or in the process of certification, or be able to become certified within 30 days.
- Knowledge of various school academic requirements, financial aid processes and testing requirements.
- Knowledgeable of computer hardware and software applications; MSWord, Excel. Possess the following technical skills; word processing, internet competencies, database/spreadsheet knowledge.

**Other Requirements:**

- Must be able to work evenings and weekends as necessary.
- The individual must possess a valid CA Driver's License and be insurable under the Tribe's Insurance.
- Comply with the Drug-Free workplace Policy and a Criminal Background Investigation and will submit to any random drug testing while employed.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.

- Show proof of having had a current TB Skin Test and if requirements are not current; must submit to and pass a TB Skin Test before employment and be maintained annually.
- May be required to submit to a physical examination.

**Signatures**

This job description has been approved by all levels of management:

*Manager:* \_\_\_\_\_

*HR:* \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

*Employee:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws

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