

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-151 **Issue Date:** 10-10-13 **Closing Date:** 10-23-13

Program Manager
Higher Education /Adult Vocational Training
Department of Health & Human Services
Hourly Wage: \$20.49/Full-Time/Regular

Higher Education/Adult Vocational Training Manager provides the leadership and management to the Higher Ed. And AVT programs which include tribal and various tribal enterprises and organizational scholarships, college student assistance, and adult vocational training and employment assistance. The higher education programs provide financial assistance, counseling and referrals to individuals for higher education and resources needed in an effort to help the individuals achieve their academic, educational and professional career goals. This position ensures programmatic and fiscal compliance with program requirements, and updating and/or modifying the Scopes of Work and the budgets for each fiscal year and/or as needed for each of the programs. Responsible for drafting written position statements for higher education issues which serve as the basis for the Yakama Nation's position on a local, regional and national level. Required to work cooperatively as a member of the Department of Human Services Team to promote and develop resources for a comprehensive quality of higher education, post-secondary, career and employment opportunities for Native People on the Yakama Reservation.

Knowledge, Skills and Abilities:

- Knowledge of federal laws and regulations process.
- Knowledge of management theories and principles.
- Knowledge of current literature, trends and treatment as it pertains to student careers.
- Skill of communication, oral and written; simple and complex.
- Skill of problem-solving, conflict management.
- Skills for mathematical calculations.
- Ability to plan, organize, manage and evaluate programmatic and budget processes.
- Ability to apply technical, complex and complicated rules, regulations, policies and procedures.
- Ability to supervise and train staff.
- Ability to work with people of varying social-economic and educational levels.
- Ability to evaluate staff, programmatic and fiscal operations.

General Recruiting Indicators:

- Master's Degree in Education Administration or other Educational area and/or Education related field with five (5) years' experience in a management position.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.