

**Little Traverse Bay Bands of Odawa Indians**  
Job Posting

**Job Title:** VOCATIONAL EDUCATION PROGRAM SPECIALIST  
**Department:** Education  
**Reports To:** Education Director  
**Status:** Non-Exempt  
**Salary Range:** \$13.54 to \$18.32 per hr. / (\$22,530.56 - \$30,484) Annual/32 hours  
**Level:** 3  
**Term:** Grant Funded (position expires 6/30/2016)  
**Opens:** September 2, 2014  
**Closes:** September 23, 2014

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**SUMMARY**

Primary responsibility is to administer the vocational education program available to unemployed and underemployed Natives living in the program service area who are in need of training to increase employability. In addition to requiring excellent written communication and research skills, this position also requires excellent skills in relationship building with members of a tribal community and problem solving. The position requires regular travel to perform outreach in the program service area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, other duties may be assigned.

- Process vocational education program applications and distribute tuition assistance, stipend, and equipment to students.
- Provide student support services to participants including resume writing, job search and placement, follow-up, etc.
- Comply with Family Educational Rights and Privacy Act (FERPA) as well as tribal and departmental policies regarding confidentiality.
- Establish and maintain positive working relationships with vocational education students and families.
- Liaison with Michigan Works! sites in the program service area to raise awareness about available program services.
- Provide local and regional outreach to Natives in the program service area via Michigan Works! Sites in the program service area.
- Follow guidelines established by Workforce Investment Act Section 166 and program policies and procedures including reporting guidelines.
- Assist in periodic review of policies and procedures for vocational education program and identify necessary changes.

- Thoroughly and accurately create and maintain electronic and hard copy student files.
- Follow established record retention procedures.
- Coordinate direct and indirect programming activities, such as:
  - Develop, submit and distribute publicity efforts, i.e. newsletter announcements, Facebook postings.
  - Career fairs
  - Resume writing workshops

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following: excellent writing skills; contribute to building a positive team spirit; show respect and sensitivity for cultural differences; perform simple algebraic equations; a proficient level of competency with various software packages, including Microsoft Office and especially Microsoft Access. The candidate should also possess the ability to complete Internet research and maintain database files.

### **EDUCATION AND EXPERIENCE**

Associate's degree required; bachelor's preferred. Experience in tribal government operation and administration is preferred. The candidate must have experience working as part of a team; performing administrative responsibilities; report writing; business and /or technical responsibilities.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid driver's license, reliable transportation and have an insurable driving record. Candidate must be able to pass extensive background check including education, employment, and criminal histories.

### **COMMENTS**

Indian Preference will apply.