



# Ho-Chunk Nation

## Job Description



|                               |                            |                            |
|-------------------------------|----------------------------|----------------------------|
| <b>TITLE:</b> College Advisor |                            | <b>JOB CODE:</b> COLA      |
| GOVERNMENT - EMPLOYEE         |                            | <b>EEO:</b> 2              |
| EXEMPT                        |                            | <b>PAY GRADE:</b> 13       |
| FLEX                          | <b>FUNDING SOURCE:</b> NPD | <b>HO-CHUNK PREFERENCE</b> |

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The College Advisor works directly with current and prospective students to help them achieve their postsecondary goals. As a member of the Higher Education Division team, this position will regularly collaborate within the Ho-Chunk Education Department, with various Ho-Chunk communities, technical colleges, four-year comprehensive institutions, local school districts, and other relevant partners to prepare Ho-Chunk students for success at the college level. The College Advisor will also provide advice and mentorship for students after graduation regarding career placement within the Ho-Chunk Nation.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Advise and develop strategies to help Ho-Chunk students complete their postsecondary degree(s) via in-person appointments, email, telephone, or videoconference communication (Daily).
2. Assist students in selecting a postsecondary institution and academic program/major (Daily).
3. Implement a Ho-Chunk Advising Curriculum that demonstrates an understanding of student development theory (Annually).
4. Serve as a case manager for a cohort of students and help those students successfully navigate the Ho-Chunk Scholarship process (Daily).
5. Prepare and submit Ho-Chunk Scholarship and support program awards for Financial Aid Administrator compliance review (Weekly).
6. Comply with all Ho-Chunk Nation, federal, and state policies related to financial aid awarding while upholding the highest ethical standards (Daily).
7. Develop programming for the Ho-Chunk community (targeting both traditional-aged and non-traditional aged students) regarding college selection, admissions processes, FAFSA filing information, study habits, and other successful behaviors (Annually).
8. Develop and implement recruitment strategies, including college fairs and visits, Youth Center events, conferences, and the Youth and Family College Expo (Monthly).
9. Provide pre-college advising and informational seminars to middle and high schools that have a large population of Ho-Chunk students in their district (Monthly).
10. Advise current students and alumni on career plans and job placement opportunities within the Ho-Chunk Nation (Weekly).
11. Coach and instruct current students and alumni in career-related activities including, but not limited to, résumé writing, cover letter writing, interview skills, job search techniques, and workplace etiquette (Monthly).
12. Maintain accurate records of contacts with students through case notes and active participation in Higher Education Division case management meetings (Weekly).
13. Provide accurate and timely communication with students, families, and professional contacts at technical colleges and universities (Daily).
14. Assist with training and mentoring new Higher Education team members and actively contribute to the overall success of the Higher Education Division (Daily).
15. Other duties as assigned by supervisor (Weekly).



**JOB RESPONSIBILITY**

|                               |   |
|-------------------------------|---|
| Job Reports to                | Supervisor – See Organizational Chart   |
| Leadership Accountability     | Implements operating plans              |
| Supervisory Accountability    | None                                    |
| Organizational Accountability | None                                    |
| Financial Accountability      | None                                    |
| Customer Accountability       | Interfaces with inside customers        |
| Freedom to Act                | Subject to regular review by supervisor |

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Bachelor's Degree in Education, Counseling, Psychology, Fine Arts, or a related field required.
2. Master's Degree in Education, Fine Arts, Counseling, or Student Affairs strongly preferred.

**ESSENTIAL:**

1. Must not have any felony or misdemeanor convictions for theft, dishonesty, or a crime against a child.
2. Must have a valid driver's license, dependable transportation, and proper insurance.

**EXPERIENCE:**

1. At least two (2) years working in educational settings working directly with students.
2. At least two (2) years working in an office setting.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. The ability to work independently and as part of a team.
2. The ability to build rapport with students and knowledgeable about student development theory.
3. Demonstrated success working in diverse work environments, with diverse student populations, and a commitment to equity and inclusion.
4. Ability to think critically within the scope of the position's professional responsibilities.
5. Demonstrate excellent written and oral communication skills.
6. Knowledge of the FAFSA, as well as federal and state financial aid awarding practices.
7. Proficiency with Microsoft Office Suite, especially Word, Excel, and PowerPoint.
8. Familiarity with the Ho-Chunk Culture including societal structure, social mores, and language.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department's administrative manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Office setting.
2. Occasional travel to attend conferences, workshops, seminars, off-site meetings, and special events.
3. Occasional weekend work will be required.