



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 05/23/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: DIRECTOR			
Pay Grade MG 6	Salary Range \$45,448-59,342	Classification Management	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Okmulgee	Location Code: 100	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the direction of the Secretary of Education, the Director/Manager of the Muscogee (Creek) Nation Scholarship Foundation is generally responsible for the development and implementation of the Muscogee (Creek) Nation (MCN) Scholarship Foundation for tribal citizens.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Assess, prioritize, and order the educational needs of Muscogee (Creek) citizens and determine what services and programs are appropriate through the MCN Scholarship Foundation. 2. Develop and expand a Scholarship Foundation donor/sponsorship base that aligns with program activities to achieve the goals and objectives of the MCN Scholarship Foundation. 3. Organize major functions, projects, and Calendar of Activities consistent with the Scholarship Program's administrative structure. 4. Determine program progress through evaluation and quarterly reports for all activities. 5. Conduct meetings and work alongside the Scholarship Board to review and communicate ideas for enhancing the MCN Scholarship Foundation. 6. Monitor and approve purchase requisitions, travel authorizations, time sheets, and leave requests. 7. Monitor compliance with administrative and legislative policies. 8. Promote positive public relations for the Nation through the National Council, the Muscogee (Creek) communities, and the general public. 9. Coordinate the proper utilization of tribal resources through effective budget management. 10. Monitor and evaluate the progress of staff job assignments to set standards for work performance; advise and communicate with staff about performance level; and recommend disciplinary action, removal, separation, demotion, or reassignment if work performance is unsatisfactory or if there is a violation of regulations. 11. Coordinate and conduct staff development programs. 12. Provide general Scholarship Foundation administrative functions



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	and other duties, as assigned.
Minimum Requirements:	Bachelor's Degree in Education, Business Administration, or other relevant Bachelor's Degree/experience in nonprofits or foundation environments.
Preferred Requirements:	Master's Degree in Administration with background in fundraising/non-profits, donor relations, program administration, federal programs operations and contracts.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise



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Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.