



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 10/12/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: MANAGER			
Pay Grade MG 6	Salary Range \$45,448-59,342	Classification Management	
Department: HIGHER EDUCATION	Location: Okmulgee	Location Code: 105	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Secretary of Education, the Higher Education Manager is responsible for the direction and management of all Higher Education service delivery, resource building and program development. Manages a variety of general office activities.
Principal Duties and Responsibilities:	<p>Develop relationships and collaborate with partner tribal departments, centers for tribal studies departments, university officials, and community leaders to develop resources and opportunities for program scholars.</p> <p>Work with the team departments to develop and maintain efficient service delivery for program scholars.</p> <p>Analyzes and organizes office operations and procedures such as advertising, preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services.</p> <p>Coordinates office layout, develops office budget, and initiates cost reduction programs. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. Prepares activities reports for guidance of management.</p> <p>Maximizes and develops software applications resources to assist employee duties, coordinates outreach activities for staff, and provide mentoring and resources for staff development.</p> <p>Prepares regulations, guidelines and policy information for compliance of program. Authorizes modification and updates to enhance program.</p> <p>Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.</p> <p>Evaluates office performance through routine audits, recommend and initiate changes as needed. Seeks new ways to upgrade program and services.</p>



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	Perform other duties maybe assigned.
Minimum Requirements:	Master's Degree or Bachelor's Degree with two years of experience in higher education administration, programming, financial aid, and/or student development.
Preferred Requirements:	Master's Degree or four years of experience in higher education administration, programming, financial aid, and/or student development; two to four years of management experience and/or training; or a combination of work experience listed above.
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:



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- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

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.