



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 10/20/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ACADEMIC ADVISOR			
Pay Grade HG 10	Salary Range \$31,865-41,579	Classification Hourly	
Department: EUFAULA DORMS	Location: Eufaula	Location Code: 102	FT/PT 2-Part-time

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

General Summary:	<p>Under the direction of the Muscogee (Creek) Nation Eufaula Dormitory Administrator, the Academic Advisor serves as the liaison between the dormitory and Eufaula Public Schools, parents, and other educational entities related to the dormitory students. As the initial point of contact for most educational matters, the Academic Advisor serves as an educational advocate for the students through effective communication and participation with educational entities. The Academic Advisor stays informed with school administration, teachers, and other educational representatives through routine school site visits, meetings, email and phone calls. Responsible for the coordination of after school tutoring and maintain up to date educational records. Assists the dormitory with student enrollment into the dormitory, as well as enrollment and support of dormitory students in the public school system.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Serves as the initial point of contact and liaison between the dormitory and Eufaula Public Schools as well as other educational entities related to the dormitory students involvement. 2. Works with the Administrator, Office Manager, and other staff in the process of applications for student enrollment at the dormitory. 3. Prepares and maintains case histories, summaries, and other academic records and relevant information for professional use. 4. In the public schools, vocational schools, and other educational entities, the Academic Advisor will ensure proper enrollment, attendance and guidance. 5. Assists the public school in interpreting the needs of the students based on previous academic assessments and parent input, test scores, cultural background, talent, interests, and capabilities. 6. Attends all parent-teacher conferences, IEP meetings, and provides individual guidance if needed for the student as well as attend disciplinary conferences, classroom activities, and student actions. 7. Maintains up-to-date reports and findings from school visits regarding student progress or disciplinary problems. 8. Reports relevant information to Administrator on a routine basis. <p>Responsible for the dormitory's after school tutorial program. Serves as</p>



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	the coordinator for curricular activities including student transportation, staff assistance and all written requests for funds in a timely manner. 9. Reviews daily the dormitory log books and makes entries as needed.
Minimum Requirements:	Bachelor's Degree in Education with two years' experience in academic advisement.
Preferred Requirements:	Master's Degree in Education with (5) years' experience in academic advisement, knowledge and understanding of the public school system.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	CPR Certification, First Aid

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.