POSITION TITLE: Mentoring Program and Research Specialist
CLASSIFICATION: Non-Exempt
DEPARTMENT: Student Programming and Research
SUPERVISOR: Director of Student Programming and Research
GRADE:

**Position Summary:**
Under direct supervision of the Director of Student Programming and Research, provides the Rising Native Graduate program with administrative services to support the day-to-day operations of the program and organization. The Mentoring Program and Research Specialist is primarily responsible for working with the Mentoring Program Manager to ensure efficiency and delivery of the Rising Native Graduates program. In addition to supporting research and evaluation of matters relating to student success, program effectiveness, and organizational impact.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**
- Assist with the Rising Native Graduate program and daily tasks related to enable successful program delivery.
- Provide support in maintaining coaching platform including monitoring and data collection.
- Assist program manager in developing coach/student handbook and maintaining upkeep of handbook, collection of signed agreements from program participants.
- Assist in collecting information on participants to inform coach/student matches.
- Generate reports and gather information and data as needed for program evaluation and effectiveness.
- Assist with coaching training process by managing logistics, planning events and scheduling trainings.
- Assist in recruitment efforts by sending eblast notifications to potential participants, fielding phone calls related to the coaching program and providing information that encourages potential applicants to apply as participants.
- Provide necessary Rising Native Graduate program information to marketing team for design and dissemination.
- Use computer applications for on-line background and literature review search.
- Assist in preparing tables, graphs, and fact sheets summarizing research results.
- Assist in extracting data and structured information from published literature and other sources.
- Assist with grant writing proposals, concept papers, grant reports, research papers and other written deliverables.
- Assist the Director of Student Programming and Research in maintaining the dissertation and research library.
- Maintains strict student confidentiality and compliance with the Family Education Right to Privacy Act.
- Embodies AIGC Core Values and promotes the AIGC organization, staff and programs, in a positive and professional manner.
- Contributes to a team effort and accomplished related results.
- Perform other duties as required.
**Minimum Qualifications:**
Bachelor’s degree preferred, associate degree or technical certificate required, plus one year experience in education, student service or in an office environment; or equivalent combination of education and experience.

Valid New Mexico Driver’s License. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

**Knowledge, Abilities, Skills and Certifications:**
- Knowledge of American Indian History, culture and tribes.
- Knowledge of modern office practices, procedures and equipment
- Knowledge of business English, proper spelling, grammar, punctuation and basic arithmetic.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to follow oral and written instruction.
- Ability to handle multiple tasks and meet deadlines.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with coworkers at all levels.
- Skills in operating business computers and office machines, including various software applications, specifically Word, Excel, Access, presentation software (such as PowerPoint).
- Skilled in providing leadership to, supervising, training and evaluating assigned staff.
- Familiarity
- Ability to make solid decisions and exercise independent judgment.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to demonstrate excellence in everything and continually seek improvement in results.

**Physical Demands:**
While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee frequently is required to walk. The employee, occasionally, is required to stand, stoop, kneel, crouch or crawl. The employee must, occasionally, lift and/or move up to 40 pounds.

**Work Environment:**
Work is generally performed in an office setting, with a moderate noise level. Extended hours and irregular shifts may be required. Tight time constraints and multiple demands are common. Travel will be required for training, meetings, conferences, presentations, and other events.