



AMERICAN INDIAN GRADUATE CENTER POSITION CLASSIFICATION AND DESCRIPTION

POSITION TITLE: Director of Student Programming and Research
CLASSIFICATION: Exempt
DEPARTMENT: Student Programming and Research
SUPERVISOR: Chief Operating Officer
GRADE:

Position Summary:

The Director of Student Programming and Research reports to the COO and is responsible for the leadership of Student Programming and Research team ensuring program delivery and achieving outcome goals in conjunction with the vision, mission and strategic direction of AIGC. Represents AIGC and builds relationships between AIGC and the educational, Native American and wider community.

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

Essential Duties & Responsibilities:

- Manage and oversight of Student Programming and Research team outcomes by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Provides leadership and supervision in planning, organizing, coordinating, and implementing activities of the Student Programming and Research team.
- Develops an effective liaison with external partners in managing student programming and research grants objectives and outcomes.
- Manages personnel and processes to ensure deadlines are met for various student programming and research grants.
- Maintains a comprehensive knowledge of policies and procedures, as outlined in all contracts.
- Works with COO and Development Director to maintain contract compliance and reports for all student programming and research grants.
- Promotes programs and assists in publicizing them through scholarship directories, conferences and meetings, information booths, social media and other appropriate channels.
- Collects data and provides program information in the form of reports to key stakeholders in all student programs and special initiatives.
- Effectively evaluates and assess student programming and program outcomes.
- Participates in development, implementation and maintenance of policies, objectives, short and long-term range planning. Develops and implements projects and programs to assist in accomplishing established goals.
- Plans, develops and coordinates new student programs.
- Plans, develops, monitors and maintains the organization's research initiatives and primary research agenda.
- Provides and coordinates the collection, compilation and analysis of program activity data; develops, writes, edits and presents comprehensive statistical data and narrative program reports and evaluations.
- Develop and maintain the organizations data dictionary to evaluate and analyze institutional data.

- Design and evaluate phases of research projects and audit the accuracy and validity of data entered in databases.
- Review and approve research data, analysis and reports prepared by research team.
- Contributes to grant writing proposals, concept papers, grant reports, research papers and other written deliverables.
- Identify opportunities to engage other subject matter experts with expertise in higher education policy and program development.
- Plans, develops and maintains the creation and access to the organization's dissertation and research library.
- Works directly with the Chief Executive Officer and Development Team in organizing events, assists in planning and executing events that AIGC holds or participates in, including receptions, banquets, and organization annual events.
- Serves on select boards and advisory committees to increase visibility, advocacy, networking, and fundraising for AIGC.
- 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:

Master's Degree in related field required, plus five years of experience in education, student affairs, or research, including experience in supervisory capacity.

Special consideration will be given to candidates holding a terminal research degree, a Ph.D. or other research focused terminal degree in a related field.

Valid Driver's License required. 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 academic standards governing student probation, suspension and/or expulsion.
- Knowledge of student recruitment and retention issues.
- Knowledge of modern office practices, procedures and equipment
- Knowledge of business English, proper spelling, grammar, punctuation and basic arithmetic.
- Knowledge of accepted research methodologies included but not limited to qualitative, quantitative and Indigenous methodologies.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, employees and officials.
- Ability to make solid decisions and exercise independent judgment.
- Ability to interpret contract and agreements with funding entities.
- Ability to analyze course prerequisites, certification and/or curriculum/graduation requirements.
- Ability to evaluate student transcripts and/or records and financial need forms.
- Ability to gather data, analyze, compile information and prepare reports.
- Ability to write policies and procedures.
- Ability to analyze situations and adopt appropriate courses of action.

- Ability to handle multiple tasks and meet deadlines.
- Ability to follow oral and written instruction.
- Ability to demonstrate excellence in everything and continually seek improvement in results.
- Ability to effectively evaluate and assess programming and program outcomes.
- Skilled in providing leadership to, supervising, training and evaluating assigned staff.
- Skill in operating business computers and office machines, including various software applications, specifically Word, Excel, Access, presentation software (such as PowerPoint).
- Skill in planning and organizing group activities.
- Skill in effective meeting facilitation.

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.