The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately. Complete a Kiowa Tribe Employment Application, available online at: kiowatribe.org/job-opportunities

Job Opportunity#: KTJA-22-29  Open: 06/06/2022  Duty Location: Anadarko, OK
Position Title: Higher Education Director  Closes: OUF
Salary Rate: $31.00 - $34.00 per hour  Position: Regular Full-time
Category: Exempt

**JOB SUMMARY:**

The Director works under the general supervision of the Executive Director implementing the Higher Education Grant Program, Adult Vocational Training Program, Direct Employment Assistance Program and College and Career Readiness. Ensures P.L. 93-638 compliance by overseeing the program budget, submitting quarterly and annual reports, processing of applications, and ongoing evaluation of the programs. Maintains a records management system and monitoring of student progress. Has overall responsibility for administration of the Education program of the Kiowa Tribe. Maintains responsibility for the development of standards for all resources, including with area schools, organizations, and businesses, to benefit students and applicants.

**Goal:** Provide support to eligible Kiowa citizens who are interested in enrolling, or who are already enrolled in a vocational, technical school and university. Support includes tuition, books, and fees.

**Reports To:** Executive Director

**HOW TO QUALIFY FOR THE JOB:**

**Education:** Bachelors degree from an accredited college or university is required with a major in counseling psychology, sociology education or related field. Applicant must be currently working on completing their bachelors degree.

**Experience:**
- Administers and manages all programs in accordance with approved guidelines of P.L. 93-638 contracts for Higher Education and Job Placement and Training (JP&T)
- Makes decisions on all applications to approve or disapprove for eligibility and funding.
- Establishes and maintains contact with appropriate institutional personnel, including financial aid staff, counselors and agencies to enhance service to participants.

**EMPLOYEE BENEFITS AVAILABLE:**
- Leave benefits, (13) paid holidays
- Medical, dental, and vision care benefits
- $25,000 Basic Life and $25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

**WHAT ARE THE JOB REQUIREMENTS?**
- Must possess a valid Oklahoma state driver’s license and be insurable under the Kiowa Tribe’s Driving Policy
- Must submit to and pass a pre-employment background check and pre-employment drug test
- Positions are subject to random drug testing according to the Tribe’s Drug-Free Workplace Policy

**HOW TO APPLY:** Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver’s license Copy of Indian Preference form 5-4432 OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

Submit To E-mail: hr@kiowatribe.org  Phone: 580-654-6464
OR drop off at: 100 Kiowa Way, Carnegie OK 73015

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.