



TRIBAL SCHOLARSHIP PROGRAM
PHONE (601) 650-7409 / FAX (601) 650-7413
MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6085
CHOCTAW, MS 39350

JOB ANNOUNCEMENT # 391191

POSITION TITLE: Tribal Scholarship Assistant (1 position)
SALARY: Grade 10
OPENING DATE: DECEMBER 10, 2020 **DEC 10 2020**
CLOSING DATE: DECEMBER 17, 2020 OR UNTIL FILLED
SUPERVISOR: Tribal Scholarship Officer
TYPE OF EMPLOYMENT: Regular Full-time
JOB LOCATION: Tribal Scholarship Office

SCOPE OF SERVICE:

The Tribal Scholarship Assistant will be responsible for assisting the Tribal Scholarship Officer in the coordination of post-secondary educational scholarships to tribal members, with major emphasis in the areas of counseling and individual contact with students. Out-of-state travel will be required.

DUTIES AND RESPONSIBILITIES:

1. Make regular contact with each student assisted with Tribal Scholarship funds, including visits to in-state and out-of-state campuses attended by tribal students for the purpose of monitoring student progress.
2. Counsel students in reference to college admissions, financial aid, housing, campus life, future careers, and other areas as needed to ensure retention and satisfactory academic progress.
3. Act as liaison for students, parents, instructors, and college/university administrators to ensure retention and satisfactory academic progress.
4. Establish and maintain close working relationships with admissions, financial aid, and student services personnel at institutions attended by Choctaw students.
5. Process scholarship applications from tribal members and perform recordkeeping activities as directed by the Scholarship Officer.
6. Stay abreast of federal financial aid regulations and requirements for assistance.

7. Work closely with financial aid administrators to obtain the maximum financial aid packages for students.
8. Assist the Scholarship Officer in making scholarship awards within the boundaries of the student's financial aid package and program budget.
9. Assist in maintaining manual and computerized record-keeping system on all Choctaw students and graduates of post-secondary institutions.
10. Assist students as needed with the completion of the Free Application for Federal Student Aid (FAFSA), and other financial aid, or other scholarship applications.
11. Make visits to local high schools to provide information on the program.
12. Make on-campus visits to students awarded scholarships to determine progress.
13. Set up informational booths as requested or required to provide information on the program.
14. Maintain confidentiality of scholarship participant information.
15. Perform other duties as assigned.

QUALIFICATIONS:

1. Possess minimum of bachelor's degree in counseling or related field.
2. Knowledge of and familiarity with the college admissions and financial aid application process.
3. Ability to establish and maintain working relationship with college/university admissions, financial aid and student services officials.
4. Preference for prior counseling experience.
5. Good written and oral communication skills.
6. Proficiency in computer software.
7. Ability to maintain confidentiality of all scholarship records.
8. Possess valid MS Driver's License, personal automobile liability insurance, and adequate transportation.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350