



Position Description

Position Title: Program Officer – Native Student Success Initiative

Supervisor: Director of Institutional Research, Assessment, & Accreditation

Salary Range: \$65,000-75,000

The American Indian Higher Education Consortium (AIHEC) is the collective spirit and unifying voice of our nation's Tribal Colleges and Universities (TCUs). AIHEC provides leadership and influences public policy on American Indian and Alaska Native higher education issues through advocacy, research, and programmatic initiatives; promotes and strengthens Indigenous languages, cultures, communities, lands, and tribal nations; and through its unique position, serves member institutions and emerging TCUs.

Summary

The Program Officer will support TCUs in their institutional efforts in Institutional Transformation with Technical Assistance and data driven insights. The Program Officer will collaborate with and support participating TCUs in guiding their transformation, technical assistance coordination, and data collection.

Essential Job Functions

Implement Strategic Enrollment Management Programming

- Guide, monitor, and provide support to TCU teams in their design, implementation, and evaluation of their institutional transformation efforts.
- Provide support to transformation teams on supporting sustainable and generative practices and processes.
- Work with TCUs to explore and partner with community and national organizations and resources to build holistic student support services to increase enrollment, retention and engagement that are specific and relevant to TCUs.
- Monitor project progress and adjust plans as needed to meet objectives and deadlines.
- Ensure compliance with grant requirements, regulations, and reporting deadlines.
- Prepare findings and insights to stakeholders through written reports, oral presentations, and visualizations.
- Organize convenings, collaborations and professional development opportunities with Student Success Team staff.
- Provide insight to required reporting process. Includes collaboration with the AIHEC grant team partners and other organization partners as appropriate.
- Develop and maintain strong relationships between internal teams, external partners, and funding agencies.

Support Student Success Strategic Initiatives and Objectives

- Stay current and up to date on latest trends and best practices involving persistence and retention of Native student college going culture and higher education institutional practices.
- Conduct literature reviews and synthesize existing research findings to inform research design, methodology, and analysis.
- Collaborate with participating TCUs and the AIHEC institutional research team on data collection goals and reporting criteria.
- Analyze grant-related data using statistical and data analysis techniques to identify trends, patterns, and insights.
- Prepare clear and concise reports and presentations to communicate grant-related data and findings to stakeholders.
- Collaborate with Student Success Team staff, finance staff, and other AIHEC constituents to support grant-related activities and initiatives.
- Identify opportunities for process improvement, efficiency gains, and data quality enhancements in grant management and data analysis processes. Recommend and implement solutions to address identified issues and challenges.

Knowledge, Skills and Abilities:

- Clear understanding of American Indian and Alaska Native (AI/AN) higher education issues and issues regarding research with AI/AN people and Tribal communities
- Adept in identifying and implementing emerging and evidence-based student success strategies
- Understand the importance of community-based research driven by and for American Indians and Alaska Natives, with a focus on access to and completion of higher education.
- Outstanding communication, interpersonal, and leadership skills and the ability to work with diverse constituents.
- Comfortable working both collaboratively and independently
- Excellent written and verbal communication skills, with the ability to convey programmatic goals and outcomes clearly and effectively to a variety of audiences and stakeholders
- Detail-oriented with strong organizational and time management skills. Ability to manage multiple tasks and priorities simultaneously.
- Collaborative and team-oriented approach, with the ability to work effectively with cross-functional teams and stakeholders.
- Strong understanding of grant regulations, compliance standards, and reporting requirements.

Required Qualifications

- Master's degree higher education, social sciences, nonprofit management, public administration, or a related field.
- 3 or more years of relevant grant program or project management experience

- 3 or more years of higher education experience
- Commitment to ethical standards, integrity, and professionalism in grant-related activities and data analysis.
- Proficiency and capabilities with Microsoft Office tools

Location: Remote (or DC office)

Travel: This position requires travel and allows for remote work

Vaccination: Pursuant to the AIHEC's COVID-19 mitigation protocols, individuals must be fully vaccinated upon commencing employment, subject to legally required exemptions (e.g., medical condition or sincerely held religious belief). Must be willing to submit to a background check.

APPLICATION DEADLINE:

Position is open until filled with full consideration given to applications received by **June 7, 2024**

Application Information: Please send a current CV and a cover letter describing your interest in and qualifications for this position. Please send materials to jobs1@aihec.org with the subject line **Attn: Program Officer – Native Student Success Initiative**