



**Classification Title: Tribal Liaison**

<b>Department:</b>	President's Office	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	26
<b>Supervision Received From:</b>	Chief Diversity Officer	<b>Date of Origin:</b>	3/2022
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	5/2024

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.** Advises the District on issues related to Native American students, faculty, staff, and communities; leads efforts to promote enhanced relations between Tribal Nations and communities and the District with particular attention to Indian Nations in San Diego County; provides outreach and retention for the Native American student community; acts as a point of contact between the District and Tribal governments, agencies, and organizations.

**DISTINGUISHING CHARACTERISTICS.** This is a standalone classification assigned to perform highly specialized outreach and retention duties in support of Native American students while interfacing with the local Native American community.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Conducting, promoting, and aggregating research that will provide evidence of academic success (including, but not limited, to increased retention and graduation rates) that comes from healthy partnerships between the District and Native American communities.
2. Travel and work directly with Tribal governments, leaders, and Tribal community members to build relationships; participate in relevant Tribal events, give presentations, including to the District's Governing Board; and reports information back to the District on a regular basis.
3. Advance external partnerships and relationships with government and private agencies to develop and maintain a database of scholarships and financial support opportunities for Native American students and faculty.
4. Interface with Tribal Nations and Native community members, at large, to foster partnerships that promote the educational welfare of Native American students at Palomar College.
5. Stay apprised of educational trends and any political or legal matters that effect Native American education and retention by attending conferences, developing community relationship, or other means.
6. Supporting the development of readiness, retention, and transfer programs and initiatives that are designed to increase the representation, retention, and graduation of Native American students at Palomar College.
7. Collaborating with the Native American Studies Department to facilitate opportunities for all students to learn more about Native American Nations, history, policies, and indigenous languages.
8. Collaborate with other college's Native American Retention functions to develop partnerships and strategies. Partnerships should include other California Community Colleges, California State University, the University of California, and local private colleges.

9. Coordinating with the co-chairs of the Palomar College Native American Advisory Council to assist with developing the agenda, lead meetings, and carrying out action plans.
10. Participation in appropriate shared governance councils to ensure integration within the Palomar College governance structure.

**Marginal Functions:**

1. Performs related duties and responsibilities as required.
2. Provides clerical and administrative support for assigned program or department.
3. May oversee college-readiness program participants at events, workshops and other program activities.
4. May provide guidance and work direction to lower-level staff and student workers, including participating in scheduling and assigning the work of lower-level employees and ensuring completeness, accuracy, and conformance with District standards.
5. Work with students and stakeholders during weekend and evening hours as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four years of outreach, public relations, and/or student assessment experience working with underrepresented groups, and/or community involvement or lived experience with Tribal Nations.

**Education/Training:** An associate's degree from an accredited college or university.

**Licenses/Certificates:** Possession of an appropriate, valid California driver's license by time of appointment.

**Preferred Qualifications:**

1. Related experience working with the Native American community.

**Knowledge of:**

1. Tribal governments and Tribal sovereignty.
2. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
3. Local Tribal Nations and Native American community services and programs including tribe-to-school pipeline partners.
4. Principles, practices, concepts and techniques used in student academic assessment.
5. Needs and concerns of low-income and educationally disadvantaged students, especially those from the Native American community.
6. Academic, government and community resources available to students.
7. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
8. Rules, policies and procedures applicable to assigned areas of responsibility.
9. Federal, state and local laws, regulations and court decisions governing area of assignment.
10. Modern office practices, procedures and equipment including computers and applicable software programs. 10. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.

**Skill in:**

1. Implementing student outreach programs including Speaking with Native American students, staff, local Tribal Education Departments, and Tribal Councils.
2. Communicating information accurately and effectively to school administrators, students and the public.
3. Communicating successfully with Tribal officials, Tribal members, and other agencies.
4. Ability to work independently to accomplish goals.
2. Developing marketing materials and social media messaging.
3. Identifying and evaluating student applications for program eligibility accurately and effectively.
4. Administering and scoring routine and complex student assessments.
5. Interviewing, advising and assisting new, continuing and returning students.
6. Monitoring and developing student accountability systems.
7. Organizing, setting priorities and exercising sound independent judgment within assigned area of responsibility.
8. Preparing clear, concise and accurate reports, documents, data entries and other written materials.
9. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
10. Organizing and maintaining specialized files.
11. Maintaining confidentiality of student files and records.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
14. Establishing and maintaining effective working relationships with those encountered in the course of work

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions, and the noise level is usually quiet to moderate.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment. The employee is frequently required to lift up to 25 pounds unaided. Requires travel to District and other locations using own transportation.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.