

**Native American College Prep Coordinator
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=262313>

Downloaded On: Sep. 10, 2025 5:04pm

Posted Sep. 10, 2025, set to expire Sep. 28, 2025

Job Title Native American College Prep Coordinator
Department Native American College Preparation Program
Institution Central Oregon Community College
Bend, Oregon

Date Posted Sep. 10, 2025

Application Deadline 09/28/2025
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Student Services
Counseling Services

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Job Description

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Native American College Prep Coordinator

Position Number: B229PD

Starting Wage/Salary: \$38,239 - \$43,313 plus exceptional benefits

Close Date: 09/28/2025

Primary Purpose:

Serve as the primary coordinator of COCCs Native American College Preparation Program, a program

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designed to increase the post-secondary aspirations of area Native American high school students.
Campus location can be Madras or Bend depending on candidate interest.

Essential Duties and Responsibilities:

Program Support and Development

- In collaboration with the Native American Student Program Coordinator, establish the goals and objectives of the program; recruit and advise students interested in participating in the program; evaluate the programs effectiveness in recruiting and preparing Native American students for college, and implement the appropriate changes.
- Coordinate all logistics for the school year, including travel, meals, course registration processes, selection of participants, recognition ceremonies, and related activities.
- Coordinate all logistics for the summer symposium program, including travel, meals, course registration processes, selection of participants, recognition ceremonies, and related activities. This residential, 1-week program requires coordinator to stay on campus for the duration of symposium with participants.
- Travel to and from COCCs service district and outlying areas.
- Update and review webpages with current and relevant information.
- In conjunction with the Dean of Equity/Well-Being, and the Native American Student Program Coordinator, and appropriate College personnel, help search, write grant proposals, and secure additional funding for program expansion.
- Provide general leadership for the successful implementation of the program coordinating with additional colleagues as needed and in consultation with the office of Equity/Well-Being, supervise instructors and other staff involved in the program.

Student Development and Support

- Teach college courses for high school students enrolled in the program; work with Instruction and the office of Equity/Well-being to establish curriculum outcomes and to meet educational goals of the program.
- As a function of the program, advocate for and advise prospective and current Native American students and their families with regards to COCC admissions, academics, financial aid and scholarships, personal and other pertinent issues.
- Develop relationships with local Native American community organizations and the school districts, and, as appropriate, partner with them to further the educational goals of students in the program.
- In collaboration with the Native American Student Program Coordinator, support and advise

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College students at the Branch campuses; help to plan academic, educational, and social programs of interest to participating students.

General Duties

- Perform other duties as they pertain to the overall objective of the position, as assigned.
- Provide service to the College, such as committee and task force work, and equity trainings.
- Provide information and, under the guidance of the Dean of Equity/Well-Being, training for the College on the needs, concerns, and cultural backgrounds of Native American students within the district.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Knowledge and skill in communicating and working effectively within Native American communities. Demonstrated understanding of the developmental needs of Native American students attending high school and college.
- Experience in planning and implementing college preparation programs for college, high school, and/or middle school students, or other relevant community programs.
- Demonstrated organizational skills and ability to meet deadlines, set work priorities, and manage workload.
- Demonstrated knowledge and understanding of multicultural issues in secondary schools and on college campuses.
- Excellent communication skills and ability to manage conflicts within and/or between groups.
- Ability to communicate effectively with students, families, staff, and faculty from diverse backgrounds.
- Strong skills working in a team environment.
- Ability to manage budgets and other administrative processes in a timely and professional manner.
- Ability to interpret College enrollment policies and explain rationale behind policies for prospective and current students and their families, ensuring their understanding of expectations and requirements.

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Minimum Requirements:

Education:

- Bachelors degree in Student Services, Higher Education, Adult Learning, Human Development, Counseling, Communication or another related field or equivalent experience working with the Native American community.

Experience:

- Two years of experience working in a culturally diverse environment, and in Native American communities, specifically.

Preferred Qualifications:

Education:

- Masters degree in Student Services, Higher Education, Adult Learning, Human Development, Counseling, Communication or another related field.

Experience:

- Experience working in higher education or an equivalent field, such as social service, community outreach, or related areas.
- Teaching experience in a high school or college environment.

To apply, visit <https://jobs.cocc.edu/postings/11644>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

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This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Native American College Preparation Program
Central Oregon Community College

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