

Tribal Navigator
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=256159>

Downloaded On: May. 1, 2025 5:01am

Posted Apr. 23, 2025, set to expire May 12, 2025

Job Title Tribal Navigator
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Apr. 23, 2025

Application Deadline 05/12/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Education
Administration - Other
Administration - Undergraduate Education
Administration - Student Affairs

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Job Description

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Tribal Navigator

Community Colleges of Spokane

Location: Inchelium, WA - Center Inchelium

Department:

Tribal Navigator Community Colleges of Spokane

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SCC Extended Learning

Salary Range: \$59,620 - \$ 67,396

Starting salary for this position is: \$59,620 (Annually)

The salary range represents the earning potential for this position, through training, evaluations and years spent working in this position with Spokane Colleges.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 05/12/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Tribal Navigator

JOB SUMMARY

Spokane Community College (SCC) seeks to hire a Tribal Navigator to provide leadership, guidance, and comprehensive student support for Tribal students within our service area.

The Tribal Navigator will be a key liaison between the college, Tribal entities, and students. This position supports the personal, academic, and professional development of Tribal students through holistic services, focusing on access, retention, and completion.

The Tribal Navigator will work closely with the Director of Tribal Relations to build and strengthen partnerships with the Spokane Tribe of Indians, Confederated Tribes of the Colville Reservation, Coeur d'Alene Tribe, Kalispel Tribe, Nez Perce Tribe and the Kootenai Tribe of Idaho.

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The position will primarily be based in Inchelium but will travel regularly to Spokane and the surrounding areas to work with others at SCC campuses and various tribal governments.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Tribal Relations & Partnership Building

- Build and maintain formal relationships with Tribal entities and groups serving as a liaison to foster recruitment, retention, and success of Tribal students in high school through adult programs. *
- Work with the Director of Tribal Relations to coordinate government-to-government meetings, outreach, engagement, partnerships, and community initiatives. *
- Collaborate with Tribal employers and community organizations to provide work-based learning and career opportunities, such as internships and field experiences. Work with the Director of Tribal Relations to develop and formalize memorandums of agreement (MOA) for work-based learning opportunities. *
- Ensure continued outreach and engagement. Develop a database of information, tribal and non-tribal contacts, and dates of outreach, recruitment, and training events. *
- Create campus and community events focused on Tribal culture and inclusion. *

Academic & Student Support

- Serve as a mentor to Tribal students. Offer personalized support to help them navigate and connect with admissions, academic advising, financial aid, tutoring, counseling, and other student services. *
- Monitor students' academic progress, providing early interventions and connecting students with resources. Guide students through the educational planning, course selection, and career exploration processes. *
- Develop and deliver culturally responsive student success workshops, events, and orientations that enhance retention and student success. *
- Coordinate with off-campus support services, and external Tribal resources to ensure wrap-around support for Tribal students. Develop professional relationships across departments and divisions. *

Program Development & Evaluation

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- Collaborate with faculty to ensure that Tribal knowledge and cultural perspectives are integrated into curricula and programming. *
- Facilitate connections between Tribal knowledge holders and program faculty. *
- Assist in designing programs that increase Tribal student enrollment and engagement, particularly within the fields of natural resources and technical education. *
- Develop and administer programmatic surveys to collect feedback from Tribal students on their needs and experiences. Complete regular program evaluations and grant reporting to measure outcomes and improve support services. Provide reports to the Director of Tribal Relations and the Dean. *

Professional Collaboration

- Regularly meet with the Director of Tribal Relations and the Dean to align goals and strategies. *
- Support the development of professional relationships across departments and divisions, fostering collaboration with the broader community and Tribal partners.
- Engage in ongoing professional development in Tribal student support services, retention strategies, and cultural competency. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development

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- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree in Education, Indigenous Studies, Natural Resources or a related field. (or an equivalent mix of education and experience).
- Knowledge of Tribal culture, history, and governance structures, particularly within the service area.
- Experience in student support services, retention, and recruitment, preferably with Tribal communities.
- Experience working with Tribal communities is essential.
 - Cultural Competency: Deep understanding of American Indian/Alaska Native cultures, history, and educational needs.
 - Student-Centered Support: Demonstrated ability to provide holistic, culturally sensitive academic support to Tribal students.
 - Collaboration & Relationship Building: Ability to form strong partnerships with internal and external stakeholders, including Tribal leaders and community organizations.
 - Communication: Excellent verbal and written communication skills, with the ability to present to large and small audiences effectively.
 - Program Development & Evaluation: Experience creating, implementing, and evaluating programs aimed at student retention and success.
 - Leadership & Advocacy: Ability to advocate for Tribal students' needs and work toward equitable access to resources and education.

DESIRED QUALIFICATIONS

- Master's degree in a related field.
- Experience working in higher education settings, particularly in roles focused on student retention and success.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.

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- Work is often sedentary.
- Work requires periods of standing and walking.
- Seldom move up to 25 lbs.
- Occasional to frequent change in position from sitting, standing, and walking.

CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- This position is overtime eligible.
- Criminal background check is required.
- Regular travel within the service area to engage with Tribal partners and students.
- Regular travel to Spokane to work with campus and district partners.
- Occasional evening and weekend work is required.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

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[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

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For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/tribal-navigator-inchelium-washington-united-states>

Contact Information

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

Contact

Staff

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