



Achieving the Dream™

Associate Director, Tribal College & University Programs

Job Description

Overview

The Associate Director of Tribal College & University (TCU) Programs is responsible for various aspects of TCU project management and grant reporting and TCU college engagement. This position reports to the Director of Tribal College & University Programs and serves as a member of the Innovation Team.

Duties and Responsibilities

Tribal College and University General Operations (60%)

- Plan and coordinate special programming for TCUs. Specific tasks include:
 - Design, plan, and manage logistics, of virtual and in-person trainings, meetings, and learning events (webinars, event workshops for DREAM, HSS Institute and Data and Analytics Institute, etc.).
 - Track TCU registrations for ATD events and coordinate TCU reimbursements with Finance for TCUs attending ATD events.
 - Capture notes, interview TCU staff/faculty at events and conduct post-event follow up with TCUs and/or partners as needed.
- Design and implement webinar series for TCUs in coordination with the Director, TCUs and Network Engagement team.
- Contribute to writing grant proposals.
- Prepare TCU related contracts for approval and maintain a system to ensure contracts are up-to-date and information is entered and updated into Salesforce accurately.
- Track TCU site visits for submission to grantors.
- Track and analyze coach and TCU reports and identify major themes to inform coach training, webinar and event content and reporting to funders and Native American partner institutions,
- Participate in partner meetings/calls,
- On an ad hoc, monthly or quarterly basis, prepare project update summaries and contribute to reports for key partner institutions or funders including the American Indian College Fund (AICF), American Indian Higher Education Consortium (AIHEC), and the Margaret A. Cargill Philanthropies.
- Recommend content for, and build out, the TCU webpage on the ATD website.
- Work with ATD's Instructional Designer to strengthen online TCU Student Success Community in Canvas.

East Coast Office

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Silver Spring, MD 20910-5606
240-450-0075

West Coast Office

529 SE Grand Avenue, Suite 300
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971-634-1212

- Lead and participate in ongoing reviews of business processes and develop optimization strategies for the TCU area and Innovation team.
- Manage workflow and reporting by tracking and managing details across multiple projects.
- Develop methods for continuous monitoring and evaluation of policies, procedures, processes in order to suggest and develop more efficient ways to carry out the team's strategic vision and goals.
- Assist with the relationship management of key stakeholders (colleges, coaches, vendors, technical assistance providers, partner institutions, etc.).
- Support the work of and foster strong working relationship with all TCU grantees, grant partners and coaches.
- Serve as a point of contact for TCUs, providing troubleshooting and other assistance as needed.
- Perform other responsibilities to support the roll out of new services to colleges.

Tribal College & University Data and Evaluation (20%)

- Serve as main contact for TCU HSS Evaluation and track progress.
- Draft sections of compliance reports.
- Aggregate data and other information needed for grant reporting.
- Support continuous improvement and analysis of submissions and evaluation content.
- Lead and provide specialized data management support, including validation checks, periodic analyses to verify the completeness of data and protocols for identifying missing or inaccurate data (Wrike, Salesforce, Files, Calendar, Events etc.).
- Prepare and administer evaluations, surveys, and process data as needed.

Collaborative Operational Support for Innovation/Achieving the Dream (20%)

- Collaborate with other ATD teams and project leads to increase alignment and collaboration across ATD's learning initiatives.
- Work closely with the Operations and Services Management teams to develop and maintain systems and processes that increase efficiency and improve the user experience.
- Contribute to internal workgroups and committees to address culture, climate, and operational needs.
- Update job knowledge by engaging in professional development, including participating in educational opportunities; reading professional publications;

maintaining personal networks; participating in professional organizations.

- Collaborate with staff in supporting the execution of ATD's strategic plan.
- Support other tasks and responsibilities, as needed.

Skills/Qualifications/Experience

- Master's degree and minimum 5 years of operational or administrative experience, preferably at a college or nonprofit organization.
- Knowledge of, or experience working with, MSIs, Tribal Colleges or Universities or with Native American communities in higher education is highly preferred.
- Experience working in or with community colleges preferred.
- Must be highly organized and detail-oriented with the ability to manage multiple projects.
- Demonstrated project management experience and ability to manage and prioritize multiple projects, tasks, details, and competing priorities.
- Strong research, writing, and oral communication skills.
- Ability to communicate effectively with a variety of constituencies including technical, professional, and executive audiences.
- Excellent research, writing and oral communication skills.
- Exceptional interpersonal skills, professional demeanor, the ability to collaborate and be a team player.
- Ability to work independently and to collaborate with others from all levels of the organization.
- Proficiency in the use of a wide range of software applications and digital tools, like Microsoft Office Suite (Word, Excel, PowerPoint, Publisher) required; Salesforce, Qualtrics, Learning Management Systems, and Office 365 apps preferred.

Competencies

Change Management: Anticipates changing circumstances and engages stakeholders in moving forward with change

Systems Thinking: Defines the system and one's role in the system. Sees relationships and the dynamic elements of the holistic system and executes work accordingly. Influences the said system. Maps connections to ATD's external landscape

Learning Orientation: Embraces challenges, new ideas, and different perspectives as an opportunity to learn. Teaches others to foster learning

Change Agent: Serves as an agent of change at a personal, team, and organizational level to pursue outcomes for students. Adapts as the environment changes, while managing associated risks. Motivates staff, team, organization, and partners to activate the change needed to advance defined priorities.

Collaboration: Acts as a team player who is responsive to others' priorities, processes, and roles. Demonstrates willingness to collaborate, respect, and humility when seeking to understand others and making decisions. Strives to break down silos across programs and levels.

Disciplined Execution: Demonstrated ability to manage work processes effectively and efficiently in order to deliver high-volume, high-quality work.

Effective Communication: Ability to actively listen and thoughtfully question in order to create greater understanding and offer insights that advance problem-solving.

Emotional Intelligence: Demonstrates self-awareness and self-regulation and recognizes impact of personal behavior on others.

Position Details

Position Type:	Full Time, Exempt (grant-funded)
Salary Grade:	6
Reports To:	Director of Tribal College & University Programs
Work Location:	Silver Spring, Maryland
Level of Travel Required:	Minimal/Moderate

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this position.

Equal Opportunity Employer

At Achieving the Dream, Inc. (ATD) we strive to attract, develop and retain highly-qualified and diverse individuals. ATD is committed to creating and maintaining a diverse work environment and is proud to be an equal opportunity employer. Employment policies and decisions at ATD are based upon merit, qualifications, performance and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender (including pregnancy, childbirth or medical conditions related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally-protected genetic information, marital status, veteran status or sexual orientation.

December 6, 2019

~ EMPLOYMENT IS CONTINGENT ON A CANDIDATE'S SUCCESSFUL COMPLETION OF A BACKGROUND CHECK ~