



CHITIMACHA TRIBE OF LOUISIANA

TITLE OF POSITION: SCHOLARSHIP COORDINATOR

DEPARTMENT: CHITIMACHA SCHOLARSHIP DEPARTMENT

The Chitimacha Tribe of Louisiana is a federally recognized Tribe located on the Chitimacha Reservation near Charenton, Louisiana. We are a Sovereign Nation governed by our Tribal Council and our government operates similar to other governments.

JOB SUMMARY: This position is responsible for the operation of the Student Aid program by developing programs and activities to assist students in pursuing post-secondary school options; as well as, developing financial aid information and scholarship publications.

EDUCATION AND/OR EXPERIENCE: An Associate's Degree in Business Administration or closely related field OR four (4) years of experience in an administrative capacity, preferred.

ADDITIONAL REQUIREMENTS:

- Must be an enrolled member of the Chitimacha Tribe of Louisiana.
- Background investigation will be required.
- Subject to pre-employment and random drug testing.

BENEFITS: Medical Insurance (Federal Program), Dental / Vision Insurance, Critical Illness Insurance, 401(k) Employer Match, Paid Time Off (PTO), Employee Discounts, Employer Paid Life Insurance, Short Term / Long Term Disability and Life Insurance.

HOW TO APPLY: View our website www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, Louisiana. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m.

CLOSING DATE: TUESDAY, SEPTEMBER 19, 2023.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS PURSUANT TO PUBLIC LAW 93-638 AND THE INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT AND THE INDIAN CIVIL RIGHTS ACT 25 U.S.C. 450e(B).