

University of Idaho
Office of Student Advisory Services
Job Description

Chicano Education Development Specialist

The Chicano Educational Development Specialist is a member of the Student Advisory Services staff and reports directly to the Dean for Student Advisory Services.

The Office of Student Advisory Services is divided into two working teams: Special Services and Student Development. There is one team leader for each of these teams and two team leaders and the Dean make up the Management Team.

MAJOR RESPONSIBILITIES:

1. Develop and continue on-campus programs designed to create cultural and ethnic awareness.
2. Develop a measurable recruitment program for Chicanos in the State of Idaho and the Pacific Northwest.
3. Develop a measurable retention program for Chicanos on campus.
4. Serve as a resource to the Dean and other university personnel in the area of Chicano programs and Chicano student needs.
5. Serve as a liaison between academic and non-academic departments and services and Chicano student needs and problems.
6. Work with the Dean to develop a needs assessment program which will determine the specialized needs of ethnic and disadvantaged students; develop programs to meet these needs.
7. Develop and continue on-campus and community programs which provide a social support system for ethnic and disadvantaged students.
8. Develop and continue programs of skill development for survival within the educational system.
9. Attend all Student Advisory Services staff meetings.
10. Work within the Management-by-Objectives system.
11. Develop a data bank which will provide information and referral and placement of ethnic and disadvantaged students.
12. Serve as an Advisor to MECHA.
13. Prepare semi-annual statistical reports on the status of Chicano Student Programs at the University of Idaho.

In addition to the above he/she will be responsible for the same general office duties as the remainder of the staff; i.e., advising individuals and groups of students, assisting students withdrawing from the university and serving on University and Student Services Committees.

University of Idaho
Office of Student Advisory Services
Job Description
Native American Educational Development Specialist

The Native American Educational Development Specialist is a member of the Student Advisory Services staff and reports directly to the Dean for Student Advisory Services.

The Office of Student Advisory Services is divided into two working teams: Special Services and Student Development. There is one team leader for each of these teams and the team leaders and the Dean make up the Management Team.

MAJOR RESPONSIBILITIES

1. Develop and continue on-campus programs designed to create cultural and ethnic awareness.
2. Develop a measurable recruitment program for Native Americans in the State of Idaho and the Pacific Northwest.
3. Develop a measurable retention program for Native Americans on campus.
4. Serve as a resource to the Dean and other university personnel in the area of Native American programs and Native American student needs.
5. Serve as a liaison between academic and non-academic departments and services and Native American student needs and problems.
6. Work with the Dean to develop a needs assessment program which will determine the specialized needs of ethnic and disadvantaged students; develop programs to meet these needs.
7. Develop and continue on-campus and community programs which provide a social support system for ethnic and disadvantaged students.
8. Develop and continue programs of skill development for survival within the educational system.
9. Attend all Student Advisory Services staff meetings.
10. Work within the Management-by-Objectives system.
11. Develop a data bank which will provide information and referral and placement of ethnic and disadvantaged students.
12. Serve as an Advisor to NASA.
13. Prepare semi-annual statistical reports on the status of Native American students at the University of Idaho.

In addition to the above he/she will be responsible for the same general office duties as the remainder of the staff; i.e., advising individuals and groups of students, assisting students withdrawing from the university and serving on University and Student Services Committees.

University of Idaho
Office of Student Advisory Services
Job Description
Black Student Educational Development Specialist

The Black Student Educational Development Specialist is a member of the Student Advisory Services staff and reports directly to the Dean for Student Advisory Services.

The Office of Student Advisory Services is divided into two working teams: Special Services and Student Development. There is one team leader for each of these teams and the team leaders and the Dean make up the Management Team.

MAJOR RESPONSIBILITIES:

1. Develop and continue on-campus programs designed to create cultural and ethnic awareness.
2. Develop a measurable recruitment program for Black students.
3. Develop a measurable retention program for Blacks on campus.
4. Serve as a resource to the Dean and other university personnel in the area of Black programs and Black student needs.
5. Serve as a liaison between academic and non-academic departments and services and Black student needs and problems.
6. Work with the Dean to develop a needs assessment program which will determine the specialized needs of ethnic and disadvantaged students; develop programs to meet these needs.
7. Develop and continue on-campus and community programs which provide a social support system for ethnic and disadvantaged students.
8. Develop and continue programs of skill development for survival within the educational system.
9. Attend all Student Advisory Services staff meetings.
10. Work within the Management-By-Objectives system.
11. Develop a data bank which will provide information and referral and placement of ethnic and disadvantaged students.
12. Serve as an Advisor to BASA.
13. Prepare semi-annual statistical reports on the status of Black Student Programs at the University of Idaho.

In addition to the above he/she will be responsible for the same general office duties as the remainder of the staff; i.e., advising individuals and groups of students, assisting students withdrawing from the university and serving on University and Student Services Committees.

ANNOUNCEMENT OF OPENING

University of Idaho
Moscow, Idaho 83843

- POSITION:** Native American Educational Development Specialist
- JOB DESCRIPTION:** The Native American Educational Development Specialist is responsible for the development of special programs which contribute to the cultural, academic and emotional growth of ethnic and/or disadvantaged students. He/she is directly responsible to the Dean for Student Advisory Services.
- BEGINNING DATE:** Negotiable. Ten month appointment.
- SALARY:** \$9,000 - \$10,400 (Salary dependent upon experience and qualifications.)
- RESPONSIBILITIES:** As listed on attached job description.
- QUALIFICATIONS:**
1. Master's degree (in Sociology, Guidance & Counseling, Psychology, Education or Student Personnel) or equivalent work experience preferred.
 2. Bachelor's Degree required.
 3. Experience working with ethnic minority students preferred.
 4. Experience working with Northwest Native American tribes preferred.
 5. Knowledge of Native American culture and heritage in Idaho and the Northwest required.
 6. Experience working with academic advising required.
 7. Course work in Guidance & Counseling desirable.
 8. Experience working with college and/or University level minority programs preferred.
 9. Demonstrated written and verbal communication skills required.
 10. Experience working with college and/or university Financial Aids and Admissions procedures desirable.
 11. Experience working in a student services department preferred.
 12. Experience and interest in teaching desirable.

**APPLICATION
PROCEDURE:**

Each candidate must submit the following:

1. Complete application form.
2. Placement credentials and/or Resume'.
3. Three letters of recommendation, including one from the current or most recent employer.

All of the above must be submitted by April ____, 1977. Applications are available at the address listed:

Dr. A. Jean Hill
Dean for Student Advisory Services
University Classroom Center #241
University of Idaho
Moscow, Idaho 83843

**SELECTION
PROCEDURE:**

All applications will be reviewed by a student and staff selection committee. On the basis of the review of these application, those candidates who appear best qualified for the position will be invited to come to the campus for an interview.

THE UNIVERSITY OF IDAHO DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, OR DISABILITY IN EMPLOYMENT OR IN THE ADMISSION TO OR OPERATION OF ITS EDUCATIONAL PROGRAMS AND ACTIVITIES, AS REQUIRED BY TITLES VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, EXECUTIVE ORDER OF 11246 AS AMENDED, THE VOCATIONAL REHABILITATION ACT OF 1973, AND OTHER STATE AND FEDERAL LAWS AND REGULATIONS. INQUIRIES CONCERNING THE APPLICATION OF THESE REGULATIONS TO THE UNIVERSITY MAY BE DIRECTED TO THE UNIVERSITY'S AFFIRMATIVE ACTION OFFICER OR TO THE DIRECTOR, OFFICE OF CIVIL RIGHTS, UNITED STATES DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE.

ANNOUNCEMENT OF OPENING

University of Idaho
Moscow, Idaho 83843

POSITION: Chicano Educational Development Specialist

JOB DESCRIPTION: The Chicano Educational Development Specialist is responsible for the development of programs which contribute to the cultural, academic and emotional growth of ethnic and/or disadvantaged students and for programs aimed at increasing this growth. He/she is directly responsible to the Dean for Student Advisory Services.

BEGINNING DATE: Negotiable. Ten month appointment.

SALARY: \$9,000 - \$10,400 (Salary dependent upon experience and qualifications.)

RESPONSIBILITIES: As listed on attached Job Description

QUALIFICATIONS:

1. Master's degree in Sociology, Guidance & Counseling, Psychology or Student Personnel or equivalent work experience preferred.
2. Bachelor's Degree required.
3. Experience working with ethnic minority students preferred.
4. Experience working with Northwest Chicanos preferred.
5. Knowledge of Chicano movement required.
6. Experience working with academic advising preferred.
7. Course work in Guidance & Counseling desirable.
8. Experience working with college and/or University level minority programs desirable.
9. Demonstrated written verbal communication skills required.
10. Experience working with college and/or university Financial Aids and Admissions procedures desirable.
11. Experience working in a student service department preferred.
12. Experience and interest in teaching desirable.

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PROCEDURE:

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ANNOUNCEMENT OF OPENING
University of Idaho
Moscow, Idaho 83843

- POSITION:** Black Student Educational Development Specialist
- JOB DESCRIPTION:** The Black Student Educational Development Specialist is responsible for the development of programs which contribute to the cultural, academic and emotional growth of ethnic and/or disadvantaged students and for programs aimed at increasing this growth. He/she is directly responsible to the Dean for Student Advisory Services.
- BEGINNING DATE:** Negotiable. Ten month appointment.
- SALARY:** \$9,000 - \$10,400 (Salary dependent upon experience and qualifications).
- RESPONSIBILITIES:** As listed on attached Job Description.
- QUALIFICATIONS:**
1. Master's degree in Sociology, Guidance & Counseling, Psychology or Student Personnel or equivalent work experience preferred.
 2. Bachelor's Degree required.
 3. Experience working with ethnic minority students preferred.
 4. Experience working with Black students required.
 5. Knowledge of Afro-American or Pan-Afro studies preferred.
 6. Experience working with academic advising required.
 7. Course work in Guidance & Counseling desirable.
 8. Experience working with college and/or University level minority programs preferred.
 9. Demonstrated written and verbal communication skills required.
 10. Experience working with college and/or university Financial Aids and Admissions procedures desirable.
 11. Experience working in a student service department preferred.
 12. Experience and interest in teaching desirable.

**APPLICATION
PROCEDURE:**

Each candidate must submit the following:

1. Complete application form.
2. Placement credentials and/or Resume'.
3. Letters of recommendation (three), including one from the current or most recent employer.

All of the above must be submitted by April ____, 1977. Applications are available at the address listed:

Dr. A. Jean Hill
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University Classroom Center #241
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**SELECTION
PROCEDURE:**

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Proposed 1977-78 Budget

Salaries	\$35,820
Support	<u>4,980</u> (Includes increase over 1976-77)
Total	\$40,800

Salaries:

Native American Educational Development Specialist	\$10,400 Ten months
Black Student Educational Development Specialist	10,400 Ten months
Chicano Educational Development Specialist	10,400 Ten months
Clerk	4,620 Ten months

It was agreed that the support budget (\$4,980) should not be divided into Irregular Help, Capital Outlay, Operating Expense or Travel until we know what the exact expenditures are for this year. Millicent agreed to gather some data on these figures.

3/77