

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Community Education Center Manager
POSITION NUMBER: 03135
DEPARTMENT: Community Education Center (CEC)
LOCATION: 2632 S Packerland Dr Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Community Economic Support Director
SALARY: E5 \$45,961/Annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: September 9, 2021
CLOSING DATE: Until Filled
Transfer Deadline: September 16, 2021
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will facilitate learning for the Oneida Community in life skills through formal educational and training courses. Incumbent will provide leadership for the Community Education Center (CEC) and staff. Incumbent will work cooperatively with the Oneida Nation organization to effectively identify and reach current and potential customers. Direct the operation of the CEC and actively pursue external funding to cover community learning costs. Work flexible hours, including evenings and weekends. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide leadership and direction for the CEC staff to include supervision, coaching, performance evaluations and all other aspects associated with personnel (hiring, scheduling, training, orientation and disciplining).
2. Implement training to meet the educational objectives of the community to include securing outside trainers and resources.
3. Coordinate in-house experts or conduct the training by CEC staff. Provide continuous evaluation of community life skills needs and development of new educational initiatives.
4. Plan, implement, and monitor the programs budget and perform budgetary analysis and modification as needed/required. Keep abreast of yearlong budgetary processes.
5. Coordinate community educational events by supervising classroom construction and set-up, registration, learning objectives, implementation of training/courses and evaluation.
6. Continuously evaluate current programming (i.e. Basic Skills Lab, Software Training, etc) and new initiatives to ensure that the learning objectives of the community are being met.
7. Pursue external funding opportunities to finance current and new learning initiatives that are aligned with community learning and educational needs.
8. Evaluate existing Department Standard Operating Procedures and makes recommendations for changes. Develop, enforce and implement existing and new Standard Operating Procedures as directed.
9. Actively market CEC course offerings and learning opportunities to the community, working to obtain maximum enrollment for all courses and learning events sponsored by the CEC.
10. Network with other Community educational entities to update skills in profession by pursuing career development activities.

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CEC Manager

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DUTIES AND RESPONSIBILITIES: (Cont.)

11. Incorporate the Oneida Language and Culture through the CEC program.
12. Practice excellent customer service skills at all times to include but not limited to, addressing customer and employee needs courteously and promptly.
13. Contribute to a team effort and accomplish related results as required.
14. Create curriculum for training/education opportunities provided by the CEC staff and in-house trainers.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit, reach with hands and arms.
2. Occasionally stand, bend/stoop, squat, reach above shoulder level, and lift and/or move up to ten (10) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or 2 step TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of or the ability/willingness to learn the Oneida Nation, its history and culture with the ability to integrate into work.
2. Knowledge of adult learning and continuing education.
3. Skill in management and education needs of education for a variety of students, community education, adult and continuing education.
4. Skill in organization with the ability to plan, organize and prioritize effectively.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
7. Ability to assess community educational and learning needs evaluate and implement appropriate education opportunities and types of instruction to address learning needs.
8. Ability to manage a community education facility and implement best practices in course offerings and in operations.
9. Ability to employ participate management style advocating team concept.
10. Ability to be a team player and have the ability to work under strict deadlines.
11. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions required.
12. Ability to develop and maintain professional relationships with a variety of individuals and groups in a complex, multi-cultural environment is required. Must be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy maturity and patience.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
17. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's degree in Education, Education Administration or closely related field.
2. Three (3) years of previous successful supervisory, management, curriculum development experience; and/or equivalent combination of education and experience.

ITEMS TO BE SUBMITTED: Must provide a copy of diploma, license, degree or certification upon employment.