

University Outreach Coordinator

What is The Indian University of North America®?

The Indian University of North America® of Crazy Horse Memorial® offers distinctive academic programs in partnership with select institutions of higher learning. The programs are credit-bearing and are strategically designed and taught from an indigenous lens. The Indian University of North America® is recognized by the Higher Learning Commission as an approved and accredited instructional location and degree site through its partnerships. The programs and the accompanying signature Student Success Coaching guide Native students in gaining access to college, and in persisting and completing college.

Crazy Horse Memorial Foundation® is a 501c3 Public Charity of International scope that is a cultural, educational and humanitarian project dedicated to the Native American Indians of North America. Crazy Horse Memorial Foundation is located in the Black Hills of South Dakota.

The Indian University of North America® of Crazy Horse Memorial® is currently seeking a qualified individual for the position of **University Outreach Coordinator**. The successful candidate will be motivated with strong problem-solving skills. In addition, the candidate must have an understanding of the educational and support needs of Native American students. Job duties will include organizing and managing recruitment, communications, and outreach to current, prospective, and past students at The Indian University of North America®; guiding prospective applicants through the University's application process; and developing and maintaining prior relationships with University partners, including high school counselors, college advisors, external educational programs, and a wide variety of institutions. Additional duties include working directly with students in post-secondary planning, academic advising, and providing continual support to alumni of The Indian University of North America®. This position requires both on-site work and travel.

A Bachelor's Degree is preferred for this position, or a minimum of 2 years of experience working with Indigenous students and/or organizations. Applicants must possess a valid South Dakota driver's license, have reliable transportation, and be insurable. Preference is given to applicants who are enrolled members of a federally recognized tribe.

This position includes Medical, Dental and Vision benefits, paid time off, paid holidays, retirement plan, annual ride to the top of the mountain and the opportunity to be a part of history.

Please send cover letter and CV, and unofficial college transcripts to hr@crazyhorse.org or mail documents to:

Crazy Horse Memorial Foundation
Attn: Human Resources
12151 Avenue of the Chiefs
Crazy Horse, SD 57730-8900