**Tribal Governance AD**

**Temporary Job Description**

**September 1 - Feb 28**

**75% time**

**(32 hours/week)**

* Support current cohort
* Continue to do archival support work, build student records, databases, etc
* Continue to do “clean-up” work with the handful of students who’ve not finished the program
* Prepare for next recruitment cycle: marketing and recruitment plan (coordinating with all native education and MPA faculty)
* Any relationship/recruitment activity events that take place Sept 1 – Feb 28.
* Support general administration for program (take lead on events, be at the table at planning and fac/staff meetings, etc)
* Point person for program social media/newsletters (checking in with folks about stories, things to post, scour the listserve and other sites for things to post)
	+ Blog (minimum: one new story a month, work with faculty/staff/students on stories)
	+ Facebook (minimum: one post a week)
	+ Tribal newsletter (Fall edition)x