**Job Description**: **Special Project:** **Recruitment and Outreach Plan for Native Studies Programs at Evergreen**

Half-time, faculty appointment, Summer term, 2014.

**Key tasks**: work collaboratively with the RBCD, undergraduate Native Studies (Oly Day) program, and the Special Assistant to the President for Tribal Government Relations addressing the following questions, to design an annual, coordinated plan for Native Studies (Oly Day, RCBD, MPA) recruitment and outreach:

* Should recruiting for the Tribal Governance MPA be a collaborative effort with other Native programs on campus?
* What is the best way to collaborate?
* How should we be working with the Special Assistant to the President for Tribal Government Relations?
* How do we establish pathways and pipelines – from high school to PhD, for native students?
* What kind of presence is needed at what events?
* At what events should we be attending?
* And, if we do attend, do we “table” and/or have a presence on the agenda?

**The final plan will include** (not an exhaustive list):

* Organizations with which we should affiliate - outreach and relationships
* Conferences/events - outreach and relationships
* Tribes/Nations/Indian Colleges – outreach and relationships
* Central plan, common/annual calendar and clarity around who attends what, what funds used for travel, roles (staff/faculty) at events, etc.
* Plan for collaboration with Special Assistant to the President for Tribal Government Relations.
* Plan for collaboration with Office of Admissions
* Assessment of outreach/recruiting supplies – what else is needed? Organization/storage/sharing of outreach and recruiting supplies – central location.

**Job Justification:** Times of change and transition are often the right moment to ask, “What have we been doing right and wrong?” and, “How should we do things differently?”

This is such a time in the MPA Program.

We spent the 2013-2014 academic year under an administrative model that differed from how we did things in the past: the interim Tribal Assistant Director focused *only* on bringing in a new cohort and doing the work needed to support the current cohort. While she did some off-site recruiting, the focus of her work was on prospective and current students. The general administrative duties assigned to that job were assigned elsewhere (40% of the job description included marketing and communications for all MPA and other shared, general administrative tasks).

This fall, we expect to welcome the largest cohort in the history of the Tribal Governance MPA, 35 students, precisely because the Interim AD’s focus was not diffused by a job description that was too broad.

If we continue with this model for the Tribal Governance Assistant Director how, then, does recruiting take place?

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It was with these questions in mind that the MPA program convened a meeting with key Native program people at Evergreen (Tina Kuckkahn, Kristina Ackley, Cindy Marchand-Cecil, Zoltan Grossman, Puanani Nihoa. Michael Lane, Micah McCarty, Laura Grabhorn and Cheryl Simrell King).

The group agreed we need a collaborative **Recruitment and Outreach Plan for Native Studies Programs at Evergreen**. They also agreed that this plan should be developed by a continuing faculty member.