

NOTICE OF VACANCY

Position Title: Program Director – NASNTI Part F

SALARY: \$60,000.00 (Grant funded through September 2026)

REPORTS TO: Executive Director – Grants & Special Initiatives

BENEFITS: Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.

POSITION DETAILS: Full-time; FLSA Exempt

HOURS: Monday-Friday; 8:00 AM to 5:00 PM; Flexibility outside of normal work hours may be required (if needed)

START DATE: Negotiable

SUPERVISORY DUTIES: NASNTI Part F employees, student workers, FWS Students

POSITION SUMMARY: The NASNTI Director serves as the primary liaison between program faculty, staff, university departments and administration. They oversee and manage all aspects of the designated NASNTI program and serve as the primary liaison between the USAO NASNTI project and the US Department of Education.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serve as the primary liaison between the USAO NASNTI project and the U.S. Department of Education.
- Serve as the primary liaison between program faculty, staff, university departments and administration
- Articulate the goals of the program to NASNTI staff as well as other institutional personnel
- Ensure a seamless and timely integration of NASNTI activities into overall institutional operations
- Oversee and manage all aspects of program accountability
- Authorize all program expenditures, and maintain budget control
- Advise and assist in the proper distribution and accounting of all NASNTI equipment and supplies
- Supervise all NASNTI personnel
- Manage the NASNTI evaluation plan
- Work with external evaluator to assist in assessing project activities, progress, and accomplishments

- Ensure that all required reports to the U.S. Department of education are accurate and submitted on time.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Master's degree in education, Native Studies or related field required; terminal degree preferred
- 3-5 years' managerial experience in higher education, including budgetary responsibilities and personnel selection
- Excellent communication, leadership skills
- 3-5 years' experience working with university students and faculty members
- Experience and sensitivity to populations typically underrepresented in higher education including but not limited to Native American and/or low-income students and students with disabilities
- Thorough knowledge of evaluation methods
- Ability to work independently and as part of a team
- Ability to provide accurate status reports suitable for distribution to University senior administration and Board of Regents, and the U.S. Department of Education.
- Prior federal grant experience in higher education institutions strongly preferred
- Knowledge of tribal communities, governments, and cultures highly preferred and members of federally recognized tribes will be strongly encouraged to apply.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee frequently is required to sit or stand for periods of time. Specific vision abilities required by this job include close vision.
- Prolonged periods of sitting at a desk and working on a computer.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.