

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to the Provost and Vice President of Academic Affairs, the Director of Tribal Relations (Director) provides management and guidance for Tribal Relations for the university, supports and develops campus, national, and CSU initiatives and strategic priorities and supervises staff and student personnel. The Director serves as the liaison between the university and the Tribal communities, with a focus on the Sonoma State University service region. The Director oversees the many points of contact between campus programs and Tribal communities and represents SSU leadership, its academic programs, landholdings, and resources with consistent and open communication. The incumbent is responsible for supporting and developing collaborative initiatives that support university and Tribal interests, including Native American student welfare, academic success, retention, recruitment, and graduation, as well as equity and environmental stewardship of the land.

The Director works closely with the Office of Diversity, Equity, and Inclusion (DEI) on programmatic initiatives in service to Native American students, staff, and faculty. The incumbent will advise the DEI Office and the Office of the Provost about opportunities for campus programs as a result of the Chancellor's Office Native American Initiatives grant.

In collaboration with the NAGPRA Repatriation Coordinator, the Anthropological Studies Center, the Provost Office, and external entities such as the Chancellor's Office California Native American Graves Protection and Repatriation Act (CalNAGPRA) Program Manager, the California Native American Heritage Commission (NAHC), and federal Native American Graves Protection and Repatriation Act (NAGPRA) officials, the Director ensures SSU's compliance with NAGPRA and CalNAGPRA and builds respectful and long-lasting relationships with Tribal representatives regarding repatriation of cultural items. The Director respectfully acknowledges that Native American Tribes are sovereign nations and understands and supports relationships that acknowledge Tribal sovereignty, cultural protocol, cultural and religious practices, and Tribal traditional knowledge.

**Major Duties:** Major duties of the position include, but are not limited to, the following:

**Repatriation**

- Maintain comprehensive oversight of all stages of the NAGPRA process to ensure thorough, proactive, and compliance to relevant laws and regulations, facilitating Tribal interests and university compliance.
- Provide leadership in the building of relationships with Tribal representatives regarding repatriation of cultural items, working with the Repatriation Coordinator, the Anthropological Studies Center, the Provost's Office, and external entities such as the Chancellor's Office CalNAGPRA Program Manager, the California NAHC, and federal NAGPRA officials.
- Assist tribes and Native Americans in initiating and implementing the repatriation or negotiating other mutually acceptable short-term held in trust agreements with the university.
- Develop and manage an annual affirmation and inventory of NAGPRA and CalNAGPRA repatriation efforts; edit NAGPRA and CalNAGPRA compliance documents and prepare and submit as needed.
- Lead and facilitate regular meetings with Tribal government officials, CSU NAGPRA Coordinators, and Coordinators from State and Federal agencies that consult on NAGPRA claims and repatriation.
- Educate key stakeholders and the broader campus community on and ensure compliance with federal, state, and Tribal regulations, laws, and procedures related to repatriation.

- Oversee the transmittal process for collections documents being sent to Tribal communities and ensure the preparation and submission of NAGPRA and CalNAGPRA compliance documents.
- Supervise and evaluate support staff who work on repatriation efforts, ensuring appropriate communication and processes for respectful repatriation of cultural items.
- Identify and apply for grants to support the repatriation process to support Native American Tribal communities and institutional repatriation efforts.
- Serve as staff and counsel to the University's NAGPRA (Repatriation) Oversight Committee.
- Conduct occasional field duties related to repatriation as needed.

#### **Tribal Relations**

- Develop, implement, and administer a program of Tribal relations for the university, supporting campus, national, and CSU initiatives and strategic priorities.
- Keep abreast of current national trends and initiatives related to Native American communities, particularly in California, as well as of relevant CSU academic resources, policies, and practices.
- Develop, implement, and evaluate outreach programs and activities that connect the university to Tribal communities with a particular focus on P-16 education.
- Advise the University's executive leadership, admissions office, and appropriate student support services along with the general campus community on protocols/strategies to create and sustain a vibrant partnership between the Tribal communities and the university.
- Build interpersonal relationships based on trust and integrity both internally, within SSU, and externally, to the local, regional, state and national communities.
- Represent SSU at Tribal and urban Native American community events and committees.

#### **Internal Native American Initiatives**

- Collaborate with students, faculty, staff, and administrators to meet the university's needs and participate in building Native American programming, curricula, and services.
- Oversee the coordination of all points of Tribal contact on campus, notably Anthropological Studies Center, Center for Environmental Inquiry, Advancement, Academic Programs, and repatriation initiatives to ensure consistency of communication.
- Provide administrative and financial leadership in an educational setting, including strategic planning, budgeting, operational reporting/metrics, personnel supervision, assessment, and compliance.
- Collaborate closely with the Office of Diversity, Equity, and Inclusion on diversity, equity, inclusion, belonging, and social justice initiatives.
- Work with Strategic Enrollment Management to develop and implement recruitment programs for Native American high school seniors, community or Tribal college students, re-entry students, or Native Americans interested in graduate degrees.
- Participate in the development of academic programming related to Native American Studies with deans and departmental faculty.
- Provide advice to and consultation with campus units on Native American student welfare, academic success, retention, recruitment, and graduation.
- Collaborate closely with the Center for Environmental Inquiry on environment, sustainability and land management initiatives on SSU Preserves and campus, including programs and initiatives at the Federated Indians of Graton Rancheria Learning Center at SSU's Fairfield Osborn Preserve.

**Secondary Duties:** Performs other secondary duties as assigned.

**Work Environment:** Duties will primarily take place in an office setting, however additional duties may be performed in various locations on the Sonoma State University campus and other off campus field locations, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee

you have some flexibility in your schedule, however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position will require travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20 lbs in weight.

**Minimum Qualifications:** This position requires a minimum of three years of experience working with Federally and/or non-Federally recognized tribes, preferably California Native American tribes, including three years of progressively responsible and applicable administrative, management, and/or supervisory experience. Bachelor's degree in Anthropology, Museum Studies, Native American Studies, Historic Preservation or related field, or equivalent combination of education and experience to provide the required knowledge, skills, and abilities to perform the duties of the position. A master's degree in Cultural Resources Management, Anthropology, Archaeology, Native American Studies, or history of Native American people is preferred. Experience working proactively with Tribal nations on NAGPRA and respectfully handling ancestral remains and cultural items is strongly preferred. A minimum of one year of experience with collections management best practices and storage facilities is highly preferred. An understanding of federal and state NAGPRA regulations and knowledge of AB 275 and 389 is highly preferred. Higher education experience and knowledge of CSU processes, protocols, policies, and procedures is highly preferred. Proficiency with computers and Microsoft Office (Word, Excel, Access) required. Knowledge of Google Suite, ArcGIS and PeopleSoft preferred. Documented experience building and sustaining collaborative and respectful working relationships with people from a diversity of backgrounds and interests.

In addition, the incumbent should possess the following:

- Knowledge of and experience with procedures for compliance with the federal Native American Graves Protection and Repatriation Act (NAGPRA – 25 U.S.C. §§ 3001-13) and its accompanying regulations (43 C.F.R. §§ 10.1-.17).
- Knowledge of relevant North American history and prehistory and familiarity with current literature relating to anthropology, archaeology, and the Native American cultures of North America, particularly in California.
- Ability to provide genuine Tribal consultation and support the respectful process of repatriation of Native American ancestral remains and cultural items in compliance with federal and state law and university policy inclusive of, but not limited to, state-recognized Tribal nations and non-state, local, and federally recognized Tribal nations, largely identified/defined as Native American, Alaska Native, Native Hawaiian, Pacific Islander.
- Ability to communicate and adhere to unique Tribal requests regarding the care and storage of specific artifacts; including culturally respectful and appropriate guidelines issued by Tribal nations and/or their official designees of record.
- Ability to work collaboratively with various constituents to find viable solutions.
- Ability to provide leadership and turn an organizational vision into tangible plans for implementation.
- Ability to oversee the management of fiscal resources within budget parameters and the creation of timely and accurate financial reports.
- Exceptional written and verbal communication, including demonstrated public speaking and presentation skills.

The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with

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stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have the ability to work independently and to plan, organize, and schedule activities and possess strong organizational skills, meticulous attention to detail, ability to maintain records, and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.