

CALIFORNIA STATE UNIVERSITY, FRESNO
Position Description Form

Employee Name:	_____	Fresno State ID #	_____
Classification:	<u>Administrator II – A054</u>	Working Title:	<u>Director of Tribal Relations</u>
Prepared By (MPP/Chair):	<u>Director of Government Relations</u>	Department:	<u>CAL NAGPRA</u>
Bargaining Unit: <u>MPP</u>	FLSA Status: <u>Exempt</u>	Date Prepared:	<u>June 2024</u>

POSITION DESCRIPTION

Overview:

Under the general direction of the President and reporting directly to the Director of Government Relations, the Director of Tribal Relations, on behalf of the President and campus, serves as the liaison between the university and tribal communities, with a primary focus on the CSU, Fresno service region. The Director will serve as a broadly knowledgeable representative of CSU, Fresno leadership, its academic programs, its students, faculty and staff, and resources in order to enhance, develop and create progressive and enriched relationships between CSU, Fresno and tribal communities.

The Director of Tribal Relations is also responsible for supporting the staff who provide oversight of CSU, including but not limited to Fresno State’s compliance with both NAGPRA and CalNAGPRA, and Tribal, local, state, and federal engagement. The Director will help guide the actions of the campus in meeting the goals of the NAGPRA program to develop and implement respectful and meaningful campus collaborations related to NAGPRA and Cal NAGPRA, including respectful and expeditious repatriation of Native American Ancestors and their Cultural Items to Tribes in consultation with those Tribes.

In collaboration with federally- and state-registered tribal governments, tribal groups, and affiliated organizations, the Director will be responsible for creating a holistic vision for the advancement and the success of Native American students, faculty and staff at CSU, Fresno and incorporating direct collaborative engagement with Central Valley and California tribes. The incumbent will also be responsible for working with campus and tribal stakeholders in developing a 5- and 10-year plan for enhancement of our campus, programs, and policies, as well as overseeing the planning and development of educationally-focused relationships, providing expertise for university and tribal relations, and providing guidance and assistance to the President and other university administrators. The Director will work toward the inclusion of Native American issues on campus ensuring representation of campus faculty, staff and student leaders at conversations and actions related to the diversity, belonging and inclusion of the University community. The position will work closely with faculty and staff in order to better support Native American students attending CSU, Fresno.

In addition, the Director will:

- Provide working knowledge of state and federal laws that directly influence Tribal Relations to ensure the University is in compliance.
- Provide leadership on land and water projects within the University land base as well as cabinet level updates.
- Collaborate with the Repatriation Coordinator and faculty and staff working to respond to NAGRPA, Cal NAGPRA, and associated laws.
- Develop Memorandum of Understandings with Tribal Partners; (some already exist–important to think through existing MOUs and integration of a Liaison).
- Represent campus at events throughout local tribal communities, including attendance at education-related meetings.
- Represent campus at regional, statewide, and national Indian education events.

Position Summary

Duties include, but are not limited to, the following:

Program Development and Stewardship (60%):

- Serve as the liaison for the President to facilitate and coordinate communications with elected tribal officials and governments.

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- Build respectful, authentic and collaborative relationships with tribal nations, communities in the CSU, Fresno area and beyond.
- Develop, implement, administer and work with existing campus stakeholders to expand and/or improve upon the outreach plan for the university, supporting campus, national and CSU Initiatives and strategic priorities that honors and celebrates the continued flourish of Native Nations, particularly those in the CSU, Fresno service area.
- Engage with the California Native American Heritage Commission to build relationships and ensure open communication between the campus and commission.
- Collaborate with campus partners and build campus administrative strategies and practices to ensure an inclusive climate and support a thriving community of Native American/American Indian students, staff, and faculty, including:
 - Research policies and practices pertaining to Native American communities, traditional knowledge and intellectual property rights.
 - Recruitment and retention practices for undergraduate and graduate students.
- Keep up-to-date on current national trends and initiatives related to Native American communities.
- Collaborate with Student Affairs and Enrollment Management and faculty to develop, implement, and evaluate outreach programs and activities that connect the university to tribal communities with a particular focus on, but not limited to K-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 vibrant partnerships between Tribal Communities and CSU, Fresno, including college retention strategies.
- Represent CSU, Fresno, at appropriate state-wide functions, gatherings, and meetings, including, but not limited to working with local community colleges with CSU, Fresno's service area.
- Collaborate with the Division of Equity and Engagement, Student Affairs and Enrollment Management, Academic Affairs, and all relevant units within and across campus in order to better serve Native American students.
- Attend and represent CSU, Fresno at tribal and urban Native American community events and various committees in the tribal community as the university representative.
- Identify, recommend, participate and provide guidance on project and grant funding proposals.
- Participate in the development of academic, co-curricular and support programming for Native American students.
- Collaborate closely with other campus units on Native American student academic success, health, retention and belonging.
- Participate in the development, implementation and oversight of designated Native American scholarships.
- Provide direction and recommendations for effective development of programs, including review/monitoring/evaluating/reporting data for campus leadership.
- Collaboratively develop and support implementation of campus best practices and strategies related to the growth of Native American students, faculty, and staff as well as tribal engagement at CSU, Fresno.
- Support campus oversight and collaborative activities related to NAGPRA and Cal NAGPRA.

Communications and Outreach (25%):

- Develop campus website for dissemination of relevant information for campus community and others.
- Implement messaging, advertising and informational sessions for a variety of audiences aimed at increasing awareness of programs and services available.
- Develop communication materials and other forms of media focused on the Native American population to establish and foster a strong relationship, recruit students, and develop academic, co-curricular, and other support systems for students.
- Collaborate with American Indian/Native American Studies, the Office of Outreach and Special Programs, Enrollment Management and other stakeholders in the development, coordination and implementation of recruitment programs for Native American high school seniors, community or tribal college students, re-entry students or Native Americans interested in graduate degrees.
- Collaborate with campus staff and faculty on the recruitment and recruitment support for Native American students.
- Oversee the maintenance of current databases of tribal contacts, school contacts, professional networks, and potential students.

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- Consult with Student Affairs and Enrollment Management on the tracking of students participating in early outreach and recruitment programs from first contact through recruitment process.
- Work directly with the Chancellor’s Office and other systemwide Directors to ensure compliance with CSU systemwide policy and develop systemwide programs and initiatives.

Other duties (10%):

- Oversee budget related to the position.
- Other duties as assigned or required.

Supervisory Responsibility:

Who supervises this position:	President
Who is responsible for completing the performance appraisal:	President, Director of Government Relations
What other classifications does this position supervise:	Repatriation Coordinator Admin I

Knowledge, Skills & Abilities:

- Knowledge of national, state, and local policies and issues related to Native American education, self-determination, as well as tribal governance, economic enterprises, cultures and customs, with particular emphasis on Tribal cultural and historical knowledge within the CSU, Fresno service area.
- Significant, demonstrated experience in building relationships with and between Native American organizations and external entities like universities, local governments, nonprofit organizations and others.
- An understanding of the factors impacting the success of Native American and Indigenous faculty, staff, and students in higher education.
- Current trends and issues in higher education, particularly related to serving and retaining Native American students.
- Principles of collaboration, planning and managing a department/program.
- General knowledge of the principles, practices and trends of student support and services.
- Computer office systems and ability to use a broad range of technology, systems, and software packages.
- Demonstrated understanding of Native American perspectives, people and sovereignty.
- Robust understanding of government to government protocols and experience consulting with, and convening tribes and tribal organizations.

Skill/Ability to:

- Passion for Native American Tribes and Communities and a willingness to be a strong advocate for them within campus and system communities.
- Serve as a strong and visible presence and role model.
- Create an inclusive environment that acknowledges, encourages, and celebrates differences that supports the success of students, staff and faculty.
- Demonstrated experience working with or mentoring Native American students and their communities.
- Excellent leadership, communication (verbal and written), customer service, interpersonal, planning and organizational skills.
- Demonstrated ability to work effectively as a productive and collaborative member of a team or work group.
- Demonstrated skills and success in project management and/or program development, preferably working in educational, other governmental or tribal settings.
- Demonstrated problem solving skills, with an emphasis on understanding problems from a broader perspective and anticipating the impact of problems and solutions on other areas.
- A high degree of personal motivation, independent judgment and persuasiveness.
- Collaborate with tribal leaders and educators.
- Address the needs of Native American students.
- Adapt to the dynamics of organizational, procedural, and policy changes; organize resources to meet program goals.
- Interpret and apply a variety of complex policies, procedures, regulations, and agreements, identify deviations from applicable policies to carry out responsibilities in accordance with University policies and applicable laws.
- Use tact, diplomacy and discretion when handling sensitive and/or confidential materials and matters.

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- Communicate effectively with a wide variety of audiences via a wide variety of formats and mediums.
- Work collaboratively with internal and external communities while establishing and maintaining cooperative relationships with the various partnering agencies and the campus community.
- Work cooperatively with and in a leadership role to implement agreed upon changes.
- Work a flexible schedule due to travel and varied hours.
- Communicate clearly and concisely, both orally and in writing, and prepare detailed written reports and correspondence.
- Exercise sound administrative judgment and initiative in the development of new methods and procedures and in the solution of difficult problems.
- Reviews and evaluates program service delivery methods and systems and identifies opportunities for improvement; implements changes to standard operating procedures to enhance services.
- Develop and implement short and long-term plans and initiatives to meet established development goals and objectives.
- Demonstrated ability to deal appropriately with confidential information and exercise good judgment on sensitive matters.
- Organizational and time-management skills with the ability to work under pressure and manage multiple tasks and projects under competing deadlines and maintain flexibility in response to constantly shifting priorities.
- Interpersonal skills with demonstrated commitment to serving a diverse population with cultural competence, sensitivity and diplomacy and tact.
- Ability to effectively represent and coordinate organizational strategy and administrative initiatives with campus senior level management, Chancellor's Office, and external contacts.
- Develop and sustain collegial working relationships with individuals from diverse backgrounds and perspectives.

Education and Experience:

- Bachelor's degree in a related area and/or equivalent experience/training.
- Experience working effectively with Native American communities, preferably with California Native American tribes and tribal communities, including engaging in genuine tribal consultation and recognition of Tribal sovereignty.
- Highly skilled communication and interpersonal skills to interact with a diverse group of individuals to secure and/or provide information to clarify situations and resolve problems; to communicate clearly and professionally; and to develop and sustain collegial working relationships with individuals from diverse backgrounds and perspectives.
- Valid CA Drivers License or eligibility to obtain one within a reasonable time period upon hire.

Preferred Skills:

- Masters' Degree or PhD in Native American studies, education, or related fields.
- Experience managing complex projects, including, but not limited to financial management/budgeting and collaboration.
- Knowledge of Fresno State and Fresno Foundation policies and procedures, including grant, contract, and procurement policies and practices.
- Experience working in a position designed to build connections and partnerships between universities/higher education and tribal nations and communities.

SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU Executive Order 1095](#).

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Employee Name: _____ Position: Director of Tribal Relations
 Department: CAL NAGPRA Date Prepared: June 2024

WORKING ENVIRONMENT

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

PHYSICAL EFFORT

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Lifting or carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. 10 lbs. or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. 11 to 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bending Over	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. 26 to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. 51 to 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. 76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Repetitive use of hands/arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Repetitive use of legs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Eye/hand coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pushing or pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
						Yes	No				
16. Driving cars, trucks, forklifts and other equipment						<input checked="" type="checkbox"/>	<input type="checkbox"/>				
17. Being around scientific equipment and machinery						<input type="checkbox"/>	<input checked="" type="checkbox"/>				
18. Walking on uneven ground						<input type="checkbox"/>	<input checked="" type="checkbox"/>				

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Using math/calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Working at various tempos	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remembering names	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Remembering details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Working rapidly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Examining/observing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Discriminating colors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Humid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. High places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Dry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Wet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Change of temp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Dirty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Dusty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Noisy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Working With others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Working around others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Working alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>