

# Tribal Governance\*

Government & Public Administration Career Cluster

(AAS Non-Transfer Degree & Certificate)

SAN JUAN COLLEGE

## NATURE OF WORK

Several opportunities are available in Tribal Governance careers, including community service coordinator and office specialist.

A **community service coordinator** works with elected officials and community members in planning and implementing development projects for Navajo Nation chapters. They provide training on the local governance act and interpret policies relating to community projects, funds, land issues and other chapter related matters. They also conduct research on community needs and make assessments, represent the chapters in meetings, and advocate on behalf of chapter members. They also develop and administer chapter budgets, monitor expenditures, and draft budget guidelines and justifications.

An **office specialist** performs a variety of office support work. Tasks may include answering the phone, answering routine questions, directing people to appropriate sources and providing the public with general information. They work on computerized systems, receive money, prepare receipts on financial documents, prepare reports, and produce other data as requested.

## WORKING CONDITIONS

Community service coordinators and office specialists usually work in comfortable office settings. Those on full-time schedules work a standard 40-hour week; sometimes there is overtime during busy periods. Plenty of part-time work is available in this career.

## TRAINING & QUALIFICATIONS

San Juan College offers an Associate of Applied Science degree and a certificate program in Tribal Governance.

## JOB OUTLOOK

Growth rates will vary by specialties, but overall employment of community service coordinators and office specialists is expected to grow about as fast as the average for all occupations through 2016.

## CAREER OPTIONS

Tribal Governance Community Service Coordinator,  
Tribal Governance Office Specialist

## ESTIMATED SALARY RANGE

New Mexico— \$14,000 - \$30,000  
(depending on skill, experience and responsibility)

## RELATED OCCUPATIONS

Administrative Assistant, Human Resource Assistant, Information Clerk, Legal Assistant, Medical Assistant, Office Manager, Auditing Clerk

## SJC Basic Program Information

The Associate of Applied Science degree in Tribal Governance is a specialized program of study for any student who wishes to work within the tribal government system. Students are encouraged to sign up for some of the courses in order to better understand the internal workings of a Native American governance structure. This degree is not intended for transfer to a four-year college or university. The majority of courses in this field of study are on-line classes.

### For further information go to:

[www.sanjuancollege.edu/pages/158.asp](http://www.sanjuancollege.edu/pages/158.asp)  
Click on AAS link under Career Programs



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Most of this information is from San Juan College's West Campus Director and Dean of Extended Learning.