

Job Announcement

Position Title: **Administrative Assistant to Commissioner of Education**
Location: Education Department
Reports to: Commissioner of Education
Opening Date: **September 6, 2017**
Closing Date: **September 20, 2017**

***** Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.*****

*****Mille Lacs Band Member/American Indian preference applies*****

SUMMARY:

The Education Administrative Assistant performs confidential administrative and secretarial duties in support of the Commissioner of Education.

QUALIFICATIONS:

- Associates degree in secretarial science or equivalent combination of training and experience preferred.
- Three (3) years of secretarial experience, including experience in word processing, making travel and meeting arrangements, and acting as a liaison for the organization to outside constituents.
- Excellent interpersonal, communication, and organizational skills.
- Ability to deal with highly confidential data.
- Strong personal computer skills in a Windows environment, including Excel, PowerPoint, Quickbooks, Access, and Word software.
- Familiarity with and ability to operate various office equipment, including: fax machines, dictation equipment, photo copying machines, etc.
- Basic understanding of bookkeeping practices and record keeping.
- Capable of maintaining accurate records.
- Excellent written and oral communication skills.
- Strong interpersonal and organizational skills, ability to function effectively under limited supervision.
- Experience with and understanding of Native American culture and is able to demonstrate cultural sensitivity.
- Ability to understand and follow directions.
- Ability to type at a rate of 40 WPM or more.
- Ability to work well with others.
- Ability to accurately process detailed information in a timely manner.
- Must pass a pre-employment drug and alcohol test.
- Must be able to pass a background check.
- *A staff person with direct contact with or access to children in care must disclose the arrest, conviction, and applicant background information if that staff person:*
 - (a) *has a conviction of, has admitted to, has an adjudication of delinquency for, has been charged and is awaiting trial for, or a preponderance of the evidence indicates the person has committed:*
 - 1) *a crime against a child;*
 - 2) *an act of physical or sexual abuse;*
 - 3) *neglect;*
 - 4) *a felony;*
 - 5) *the same or similar crimes as those in this subsection listed in the laws of another state or of the United States or of any Tribal law;*
 - (b) *has a conviction of, has admitted to, has an adjudication of delinquency for, has been charged and is awaiting trial for, or a preponderance of the evidence indicates the person has committed*

any misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children. The Licensing Committee may evaluate the nature and time of a misdemeanor assault charge as well as other types of misdemeanor crimes not specified in this section to determine whether employment is appropriate.

8 MLBSA § 1212(a-b).

DUTIES AND RESPONSIBILITIES:

- Performs general office support responsibilities such as: answering phones, screening calls and taking messages; reviewing, sorting and distributing incoming mail; operating copiers and other office machines.
- Compiles information, organizes data, and produces various reports and presentations.
- Has access to and handles confidential materials.
- Schedules and arranges complex appointment calendars.
- Makes meeting, travel and special events (e.g., lecture series, conferences, etc.) arrangements.
- Produces, composes and edits correspondence, manuscripts, minutes and other materials.
- Handles routine informational inquiries for the Commissioner of Education.
- Assists in preparation of department and grants budgets.
- Handles payroll spreadsheets on a weekly basis.
- Conducts staff orientations, when necessary.
- Plans and organizes community meetings.
- Maintain an organized filing system, file and retrieve files as requested.
- Maintain Education supplies; re-order as needed.
- Performs other related duties as assigned.

WORKING CONDITIONS:

- Nature of work is such that incumbent experiences infrequent periods of low to modest stress levels due to workload. Irrate or agitated constituents may also be a source of stress.
- Little threat of personal danger or risk.
- Hours are typically 8-5, but possibly with some extra hours. May involve some evening or weekend work.

Submit resume, cover letter, and employment application to:

**Mille Lacs Band of Ojibwe
Employment Coordinator
43408 Oodena Dr.
Onamia, MN 56359
Fax # (320) 532-7492
e-mail to hr@millelacsband.com**