

## **Chief Dull Knife College**

### **Job Announcement**

#### **Administration Assistant to the President**

Salary Schedule Placement Dependent on Experience + Benefits

Opening Date: November 9, 2023

Closing Date: Open Until Filled (11/27/23 First Review)

#### **Submit Application and Resume to:**

**Leslie Evertz**

**Selection Committee AAP**

**Chief Dull Knife College**

**1 College Drive, PO Box 98**

**Lame Deer, MT 59043**

**Term of Appointment:** This is a 12 month full-time hourly position

**General Job Description:**

The individual in this position coordinates the daily operations of the college president's office and performs a variety of administrative duties for and provides administrative support to the college president. This individual also functions as the recording secretary/clerk to the board of trustees.

**Reporting Relationships:** This position reports to the College President

**Qualifications:**

Education: Associates degree required. Bachelor's degree preferred. Formal training in office procedures. Excellent written and oral communications skills required. Ability to work with diverse student, faculty and staff population is highly preferred.

Experience: Minimum five years of administrative assistant experience, or combination of education and experience commensurate with the requirements of this position. A high level of technical proficiency in office management, and use of electronic information. Needs to be a self-starter with attention to detail. Ability to prepare minutes accurately in a format easily understood. Ability to relate personally and professionally with the varied and diverse visitors, guests, students, staff, state and federal officials, and other clientele of the president's office and the board.

**Salary and Benefits:**

Starting salary negotiable depending on education and experience. Employee benefits include all federal and state mandated employee

benefits (Workers compensation, unemployment insurance, FICA and Medicare Contributions) plus college provided health insurance for the employee a SEP-IRA retirement plan, long-term disability insurance, a 5.5% of salary cafeteria plan, and other benefits.

**Specific Responsibilities/Duties:**

1. Schedules appointments and maintains calendar for the college president; coordinates arrangements for business and social functions of the president and the board of trustees.
2. Sets up and maintains departmental confidential hard copy or computerized files; determines appropriate methods for storing and retrieving information for record keeping and reporting; collects, compiles, or tabulates information required for the president's office and board of trustees.
3. Schedules meetings as requested; coordinates details, notifies attendees, types and/or prepares and distributes meeting materials, and, when requested, attends meetings to take and transcribe minutes. Maintains schedule for use of board room.
4. Edits documents, communicates college information to employees and the public.
5. Functions as recording secretary to the Presidents Council; prepares agenda and meeting packets; attends meetings to take and transcribe minutes; maintains and updates the minute's book; distributes approved minutes to college community.
6. Interacts with college employees, students, board members, or outside contacts to provide information or otherwise respond to requests.
7. Functions as recording secretary/clerk for the board of trustees. Assists in preparing agendas, prepares and mails board packages, coordinates detail for meetings and other functions, attends meetings, takes and transcribes meeting minutes, maintains and updates minute's books, etc.
8. Updates phone call assignments and contact information for emergency college closings.
9. Functions as election officer for biennial election of the board of trustees. Communicates with legal counsel for direction and preparation of required documents and communicates with constituent tribal districts for coordinating the election process including ballot printing and distribution.
10. Prepares outgoing mail and sorts and distributes incoming mail and takes messages for the president.
11. Composes original correspondence; prepares letters, memos, reports, forms, charts, or other documents from oral instructions or notes.
12. Receives guests and serves as a host/hostess for official functions of the president's office.
13. Performs other related tasks as required and duties as assigned.