



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Administrative Assistant**
SUPERVISOR: Director of Education
LOCATION: Education Department
POST DATE: July 26, 2022
CLOSING DATE: August 9, 2022

General Description: The primary responsibility of this position is to provide general office support to the Lac du Flambeau Higher Education Department.

Qualifications: High School Diploma or equivalent is required. Bachelor's Degree preferred. Experience working with Native American students with a demonstrated ability to maintain confidentiality required. Experience in an educational or office setting preferred.

Salary: \$14.50-\$16.50/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Administrative Assistant

B. DEPARTMENT: Education Department

C. SUPERVISOR'S TITLE: Director of Education

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide general office support to the Lac du Flambeau Higher Education Department. Responsibilities include, but are not limited to the following:

1. Answering phones and taking messages for our Higher Education Coordinators as needed.
2. Respond to student questions with information and/or a referral to the person who can provide assistance.
3. Helping students access the paperwork they need to complete.
4. Maintaining and submitting sign-in sheets.
5. Help students utilize technology in the office that they need to complete paperwork and assignments.
6. Collaborating with LDF staff, the Indian Education Committee, school staff and community members to partner students with support as students explore their academic and career goals.
7. Maintaining confidentiality with LDF Public School, Lakeland Union High School, and other stakeholders in regards to students records in the following areas: truancy, expulsion, suspension, special education information, academic records, or other personal information they may share.
8. Courteously greeting and directing all students and visitors and providing them with information or assistance as appropriate.
9. Completing paperwork associated with the day to day operations of the department including contracts, and contract payments, budget tracking, inventory, and more.
10. Maintaining our departmental office with cleaning, organizing, restocking, and other needs as they arise.
11. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent/positive contact with students and families. Education Department staff, tribal employees, Indian Education Committee Members, and visitors is required.
2. **External:** Frequent/positive contact with students and families, Education Department staff, tribal employees, school/college staff and visitors is required.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Director of Education

H. EDUCATION: High School Diploma or equivalent is required. Bachelor's Degree is preferred.

I. EXPERIENCE: Experience working with Native American students is required.

J. SKILLS:

1. This position requires excellent customer service skills.
2. This position requires excellent interpersonal communication and organizational skills.
3. The ability to work with diverse students and groups in a professional manner is required.
4. The demonstrated ability to develop strong collaborative relationships with other organizations, groups and individuals is required.
5. The ability to accurately, efficiently present information or answer questions is required.
6. The ability to handle difficult situations with diplomacy and tact is required.
7. The ability to manage and maintain confidential and sensitive information with diplomacy and tact is required.
8. The ability to understand and assist students in learning and successfully completing their schoolwork in a variety of subject areas is required.
9. A passion for helping students learn and develop and enhance their work, study and critical thinking skills is required.
10. The demonstrated ability to motivate students, to help them problem solve and understand material they may be struggling with is required.
11. A general understanding of youth development and proper disciplinary actions.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office conditions
2. **Exposure to Hazards:** This position may require traveling to various tribal departments and other locations as necessary.
3. **Physical Requirements:** Bending, sitting, standing, walking, professional communication, and other tasks associated with school setting work is required.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Administrative Assistant to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles

