



<b>Employee Job Description</b>		
<b>Position Title: THIPO - Office Assistant</b>		
<b>Position ID #</b>		
<b>Facility:</b> St. Croix Tribal Center		
<b>Job Family:</b> Tribal Historic Preservation	<b>Comp Grade:</b> G -	<b>Status:</b> Full Time – 32 hrs.

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

The Assistant will oversee daily office functions and assist the Director as needed

**Essential Functions:**

- Knowledge of office functions.
- Be punctual and dependable.
- Capable of working under minimal supervision.
- Ability to maintain strict confidentiality.
- Possess basic computer/internet skills.
- Good written and communication skills.

**Office Assistant Job Duties:**

- Answer Phones, take messages, log appointments, basic filing.
- Become familiar with office equipment, Laminator, Binding machine, and scanner.
- Collect materials on cultural traditions/values for St. Croix.
- Compile materials (binding form) for viewing by students, tribal members and other interested parties.
- Be available to assist students, tribal members and general public in utilizing history/cultural materials for research projects, school projects or personal interest when Director is unavailable.
- Assist in History/Cultural projects
- Attend meetings in absents of Director when needed.
- Any other duties assigned by supervisor

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Type of Supervisory Responsibilities:** N/A

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**Directly Reporting to:** Director

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

**Scope and Complexity:**

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:** OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultant, And Program Manager) – Examples listed below:

- Requires extensive sitting with periodic standing and walking.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

**Minimum Qualifications:**

- Proficiency level typically gained through a combination of high school diploma.
- Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for history/cultural projects.

**Preferred Qualifications:**

- Highschool, GED or equivalent.
- Native American studies.

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.