



Employee Job Description		
Position Title: Education Administrative Assistant		
Position ID #:		
Facility: Education/Youth Building, St. Croix Tribal Center, Webster, WI		
Job Family: Education	Comp Grade: \$14.75 starting	Status: Full-time

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: This position provides a broad range of clerical technical support and performs administrative tasks in support of the St. Croix Education Director, staff, and partners working with the department. This position will also provide information as directly needed to the communities, school districts, education service districts, other education and community partners and Tribal governments relating to the department. This position will also provide support to the Office of Indian Education and Bureau of Indian Affairs as needed.

Essential Functions: The Administrative Assistant provides information and assists applicants in regards to Job Placement and Training, Higher Education, Johnson O'Malley, EASIE (Title VI) and other programs offered through St. Croix Education.

Administrative Assistant Job Duties:

- Assist applicants in completing forms for JPT, the St. Croix Financial Aid Award and all other youth Programs (YES, Youth Council).
- Obtain required documentation necessary for processing forms and maintain an updated record of applicants with JPT, Higher Ed., YES and the St. Croix Library.
- Clerical duties include filing, typing, copying, faxing and mailing for education staff.
- Prepare vouchers and monitor assigned internal billings including, postage, computer, phone, space and supplies.
- Assist with planning education meetings, events, and training for education staff, as well as create brochures and flyers of upcoming fundraisers special events.
- Maintain graduates list.
- Any other duties assigned by supervisor

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Karen Washington

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)

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- 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
- Must demonstrate ability to assess customer and business needs and formulate plan of action. 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.
- Requires skill in conflict resolution and team building.
- 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 acceptable customer service.

Preferred Qualifications:

- Associates preferred
- Minimum High School Diploma

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

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.