

COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

POSITION DESCRIPTION

TITLE: Education Department Administrative Assistant

INTRODUCTION: The role of the administrative assistant is to provide highly skilled support to the Education Director to include responsibilities such as creating presentations and financial analysis. Success depends largely on the ability to be well organized, pay attention to detail, multitask and communicate effectively. Provide administrative support to the Education Director and support for programs within the department.

Changes in the office environment have increased the demand for secretaries and administrative assistants who are adaptable and versatile. The Administrative Assistant is supervised by the Education Director.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provides administrative support for the programs within the Education Department.
- **Event Planning:** Manage daily schedules for multiple people within Education Department. Tasks involved with coordinating departmental meetings include scheduling and setting up conference rooms, securing proper equipment, arranging for video conferencing, sending reminders and arranging catering. Coordinates special functions such as meetings, retreats, gatherings, etc.
- **Proposals and Other Communication Materials:** Prepare a variety of documents including proposals, letters and emails in draft and final form utilizing software programs such as Microsoft PowerPoint, Visio, Word and Excel. Additionally, is expected to proofread and edit marketing and other documents prior to distribution.
- **Financial Reporting:** Prepare financial reports as needed. Track and submit time and expense reports and perform project-oriented activities.
- **Internet Research:** Utilizes the [Internet](#) to gather information to make informed decisions, support initiatives and find solutions.
- **Data Management:** Develop and setup electronic and hardcopy filing system, obtain data and format into charts for meetings, marketing, grant writing and other Director use.
- Initiates correspondence requiring knowledge of agency or program procedures and policies.
- Develops and maintains confidential or complex files.
- Develops, organize and maintain accurate records, files and data information systems.
- Develops and prepares correspondence, reports and other documents.
- Prepares invoices and payments of claims, requisitions, purchase orders and other fiscal duties.
- Coordinates activities with internal and external customers.
- Interviews callers, arranges appointments, and handles office details.
- Serves as main contact for the Education Department regarding meetings, trainings and travel, etc.
- Acquires and analyze data in collaboration with program staff.
- Accurately interprets and communicates information.
- Participates as a member of the team.

- Answer incoming calls for Education Department.
- Travel to villages and to conferences, training and meetings on and off worksite.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Foundation Skills:

- Excellent reading, writing, math, listening and speaking skills.

Thinking Skills:

- Demonstrates excellent critical thinking, decision making, problem solving and reasoning skills.
- Ability to read, interpret and apply a wide range of information and policies.

Technology Skills:

- Excellent computer skills including working experience with Word, Excel, Access, PowerPoint, Publisher, Movie Maker software and organizational software tools.
- Excellent technology skills including troubleshooting daily computer issues, using multiple media communication tools, use transcribing machines, copies, printers, FAX machines and other equipment.
- Skill in operating word processing equipment with a minimum typing speed of 60 wpm.

Interpersonal Skills:

- Establish and maintain effective and professional working relationships with other employees, public and private officials, and the general public.

OTHER:

- 3-5 years of successful experience working with or for an Indian tribe or tribal organization;
- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Abides by the Federal Privacy laws regarding confidentiality of records
- As a Federal contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random anonymous testing thereafter.

QUALIFICATIONS:

- AA or AS Degree in Business Administration or related field, plus a minimum of three years of general administrative work experience.
- Type 60 words/minute with accuracy

Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. CATG is an at-will employer.

Location: Fort Yukon, Alaska
 Supervision: Education Director
 Classification: Regular Full-Time with Benefits
 Salary: CATG Scale

Signature

Date