

NORTHWEST INDIAN COLLEGE

2522 Kwina Rd.

Bellingham, WA 98226

Phone: (360) 392-4230

JOB ANNOUNCEMENT

OPENING DATE:	February 25, 2009	CLOSING DATE:	March 11 2009
START DATE:	As soon as possible	APPLICANT REVIEW:	March 12, 2009
JOB TITLE:	Program Assistant II	LOCATION:	Lummi Campus
SALARY:	\$10.24 - \$10.97 Column D	SUPERVISOR:	Director Health Programs

SCOPE OF WORK

The Program Assistant II person coordinates and administers the Tribal Community Health Programs (TCHP) and Diabetes Education in Tribal Schools (DETS) grant, a highly technical program. The person handles assigned undertakings with minimum supervision and direction at a level exemplified by the typical work described within the specification, completing work independently from daily administrative supervision. The person also assists in the development and implementation of policies, budgets, and programs. The person may supervise short-term temporary support staff including teaching assistant(s) and work-study student(s).

REPORTING RELATIONSHIP

Director, Tribal Community Health Programs

MEASURABLE OBJECTIVES FOR 2009-10

1. Work in the Tribal Community Health Programs / Diabetes Education in Tribal Schools (TCHP/DETS) office during scheduled work hours.
2. Open and file all mail within 1 working day that the NWIC mailroom receives it.
 - A. Prepare for signature requisitions to bills or invoices within 2 working days that the TCHP/DETS office receives them.
 - B. Alert the Director of deadlines within 1 working day that the TCHP/DETS office receives the information.
3. Prepare for signature requisitions of other bills or invoices within 2 working days that the TCHP/DETS office receives them.
 - A. Complete writing and approval of Travel Orders within 2 working days of receiving the information.
 - B. Determine options for non-standard expenses and prepare requisitions for signature.
4. Arrange and maintain filing system, as requested by the Director.
5. Take minutes of meetings as requested by the Director.
 - A. Draft the minutes for review by Director, and revise them as requested, within 1 working day of the meeting.
 - B. Bring final minutes to the Director within 1 working day of the final revision.
6. Bring to Supervisor a monthly print-out of year-to-date budget within the first 5 working days of the next month.

DUTIES AND RESPONSIBILITIES

- ⇒ Manage all mail daily, including filing in categories, responding to bills or invoices in a timely manner, and alerting the Director to deadlines.
- ⇒ Assist in preparing program budgets; prepare requisitions for signature; monitor expenditures; and maintain fiscal records.
- ⇒ Develop and maintain TCHP program files, DETS grant files, and other files as assigned.

- ⇒ Coordinate purchasing for the TCHP program and DETS grant.
- ⇒ Arrange and schedule visitors, set up appointments, screen visitors, and calls.
- ⇒ Take committee minutes and write them in MS Word.
- ⇒ Coordinate the arrangements for program activities such as meetings, conferences, and banquets, in both local and distant locations.
- ⇒ Prepare correspondence, printed materials, and news releases in respect to TCHP and DETS policies, procedures, and operations, and edit materials for appearance.
- ⇒ Compile statistical, financial, and other diverse information for use in reports.
- ⇒ Coordinate the compilation and distribution of information relative to program activities; and confer with other NWIC departments and programs and outside agencies as assigned by supervisor.
- ⇒ Inform students, faculty, staff, or public about TCHP and DETS policies and activities.
- ⇒ Perform related duties as required, including duties routine for Program Assistant I.

SITE OF WORK

The TCHP/DETS office, unless specified by the supervisor.

MINIMUM QUALIFICATIONS

- ◇ **Indian Preference:** Except as provided by the Indian Preference Act (Title 25, U. S., Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, sexual preference or orientation, marital status, age, physical or mental disability, or status as a special disabled veteran or veteran of the Vietnam, Desert Storms, or Iraq / Afghanistan eras.
- ◇ High School Graduate or G.E.D. Certificate, AND one (1) year of applicable work experience
OR
Associates Degree, AND one-half (1/2) year of applicable work experience.
- ◇ Must be proficient in using Windows, Word, and Excel computer programs, searching the Internet, and IBM-compatible computers.
- ◇ Must have:
 - excellent communication skills and abilities (both verbal and written),
 - excellent time management skills,
 - ability to coordinate and organize multiple projects and tasks at one time, and
 - ability to work in a team environment,
 - local community members, students, faculty, and staff; and
 - distant and diverse scientists and educators of other Tribal Colleges and Universities, federal government agencies, other governmental and tribal agencies, and other organizations.
- ◇ Must be able to work independently and meet deadlines.
- ◇ Must have experience working in a Tribal environment, and sensitivity to Native American people and cultures.

PREFERRED QUALIFICATIONS

- ❖ Experience working in higher education programs, or with federal grants.

APPLICATION PROCESS:

Interested individuals should submit the following application materials directly to the NWIC Personnel Office only, with the exception of current employees that may complete an “Internal Mobility Application” and attach required documents:

- 1) Complete an Administrative/Faculty Application
- 2) Cover letter or letter of application
- 3) Current and complete professional resume
- 4) A placement file, or three letters of recommendation from college sources, employers, or individuals who have firsthand knowledge of your qualifications for the position (professional references)
- 5) Copies of transcripts required at application (originals required if hired)
- 6) Copy of Washington State credential(s) – only if applicable

Job Announcement and Job Application packets may be requested from and submitted directly to:

Northwest Indian College
Director of Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone: 360-392-4230
Fax: 360-392-4290
e-mail: mpolin@nwic.edu