



Job Announcement

Administrative Assistant – Coast Salish Institute (Full-time, 12 months)

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| Opening Date: | August 3, 2022 |
| Review Date: | Extended to September 23, 2022 |
| Closing Date: | Open until filled |
| Start Date: | As soon as possible |
| Location: | Lummi Main Campus |
| Salary: | \$38,252 - \$45,000 Max DOE |

This position is funded by the COVID-19 CARES Act grant, with continuation dependent on available funding. All duties will be focused toward the preparation and safety management of all students and staff during this pandemic.

The salary placement upon hire is based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

The Administrative Assistant will provide a wide range of administrative and support related to the goals and functions of the Coast Salish Institute and additionally will include student & customer assistance and front desk support to Building 21 during the reopening process and as we transition to providing a safe environment during the pandemic. The position will be responsible for conducting health screenings, scheduling appointments for students, serving as backup to the Switchboard, and other clerical and administrative support tasks requested by the Director and/or NSL and/or CARE faculty.

DUTIES & RESPONSIBILITIES

CSI Safety and Service:

1. Provide support to CSI Director and staff and coordinate building operations including printers, signage, and front desk information.
2. Answers and screens student calls and responds to email requests in a timely manner.
3. Manage the CSI appointment calendar and book new appointments when

requested.

4. Conduct student Health Screenings according to NWIC safety protocol for incoming appointments.
5. Follow up with appropriate staff to ensure requests and correspondence is responded to on a timely basis.
6. Establish tracking/feedback system to ensure issues are recorded, addressed and resolved.
7. Ensures a safe and healthy work environment by complying with the college health and safety policies.
8. Serves as departmental office manager, ensuring supplies and equipment in CSI are regularly stocked and maintained, including printers, hand sanitizer, masks, etc.
9. Assist students when making *in-office* appointments – so they are aware and follow the public health protocols.

Director of CSI

10. Report to and work directly for the Director of CSI to ensure smooth management and operation.
11. Arrange travel, prepare itineraries, prepare and organize all background materials in advance.
12. Assist the Director to develop budget estimates, monitor and control budget status and expenditures, record maintenance including institutional or grant funds.
13. Assist in following procedures to ensure adherence to institutional or funding agencies regarding tasks such as budgeting, purchasing, and assist with grant reports.
14. Preparation of documents such as those related to travel, purchasing, budget and event coordination when requested.
15. Maintain a common filing system, including for example, all course syllabi, program outcomes, accreditation reports, grant files.
16. Reconciles credit card statements, travel and other bills to receipts for submission to the Business Office.
17. Maintains forms & records regarding vacation and leaves for staff
18. Other duties as appropriate assigned by supervisor.

SUPERVISOR RESPONSIBILITIES

There are no supervisory responsibilities assigned to this position

QUALIFICATIONS to perform the position successfully:

Minimum Qualifications:

- Minimum of an Associate degree in Business or related field **AND** three years of prior experience in the field
- Excellent computer/technology skills
- Excellent communication, organizational and customer service skills

Preferred Qualifications:

- Experience working in a college setting/team environment
- Experience with, and sensitivity to Native American people and dealing with the barriers of entering post-secondary education programs

Other Qualifications:

- Must have a current driver's license and driving abstract that meets employer qualifications for insurability.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

- To perform this job successfully, an individual should have knowledge of Cuff accounting software; Internet software; Order processing systems; Spreadsheet software and Word Processing software.

Other Skills and Abilities:

- Ability to handle confidential and proprietary information with utmost discretion, judgment, respect, tact and poise
- Experience working in higher education
- Experience working with grants
- Experience working with cuff accounts
- Ability to represent the College in a positive and professional manner
- Ability to maintain professional work relationships
- Ability to work under stressful situations
- Must communicate well orally and in writing
- Must have excellent interpersonal/people skills
- Ability to be a self-starter and sustain a high level of activity with minimal supervision
- Ability to balance multiple issues and tasks
- Strong typing and work processing skills

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/about-nwic/employment or may be requested from and submitted directly to:

Human Resources
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: 360.392.4230
Email: employment@nwic.edu