



**College of
Menominee
Nation**
KESHENA • GREEN BAY

Position Title: Administrative Assistant	Reports to: SDI Director
Department: SDI	FLSA Status: Non-Exempt
Classification: Regular Full Time	Benefit Eligible: Yes
SOC Code: 43-6011	Last Updated: 01/09/2019
Location: Keshena Campus	Posting Status: 1st Posting
Deadline: 1/18/19 End of Business Day	

Position Summary: This Administrative Assistant position provides dedicated support to ensure efficient operation of the Sustainable Development Institute office in support of the Institute's mission. The position performs and oversees a variety of administrative and clerical, fiscal, staff support, and planning activities, some of which require advanced or specialized knowledge. The position serves as a central point of contact with other CMN departments and external constituencies.

Position Responsibilities & Duties:

- Oversees and/or performs a range of diverse administrative activities for the department; serves as a central point of liaison with other departments and external constituencies in the resolution of a variety of day-to-day matters concerning the department.
- Utilizes knowledge and understanding of underlying operational issues to create, compose, and edit technical and/or administrative correspondence and documentation.
- Assists in administrative problem solving, program/project planning, development, and execution of stated goals and objectives.
- Researches information, compiles statistics, and gathers and computes various data; prepares or assists in preparation of reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Monitors, reconciles, and assists with fiscal administration for the department, including but not limited to budgets, funding, grants, contracts, payroll, employment, travel, and/or purchasing; may assist with fiscal planning, including participating in seeking alternate sources of funding.
- Reviews College's financial systems reports. Posts, balances, monitors, and reconciles internal department monthly ledgers, budgets, and financial reporting system reports. Analyzes financial data and identifies discrepancies. Investigates and resolves inappropriate ledger entries.
- Maintains schedule of reporting deadlines and grant continuation applications.
- Provides and/or oversees support activities for the department such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence, and follow-up on operational commitments.
- Schedules appointments and maintains calendars; schedules, coordinates, and facilitates meetings, events, and/or travel arrangements, as required.
- Establishes, updates, and maintains department's files, inventories, and records; implements and maintains data management systems, as required.
- This position coordinates and facilitates meetings, program functions, and special events.
- Researches products, services, and supplies for vendors and cost estimates. Requisitions supplies, printing, maintenance, and other services.

- Works closely with the Sustainable Development Institute staff and faculty to set common goals and work collectively to achieve Institute, project, and team goals. Provides administrative assistance to Institute faculty. Offers suggestions for more efficient work processes.
- Sustainable/green purchasing: research green purchasing programs, compile information on common components of green purchasing programs and on common measures of success and environmental goals, develop recommendation on focus areas for campus green purchasing, metrics and concrete goals, and implementation, and develop and maintain Green Purchasing Action Plan for SDI and CMN.
- Performs miscellaneous job-related duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- An Associate Degree in Business Management or related field and 2 years experience that is directly related to the essential functions specified; or high school diploma or GED and 6 years of experience that is directly related to the duties and responsibilities specified.
- Knowledge of budget administration and control, recordkeeping and database management, and sustainable purchasing.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Proficiency in working with computer and information management systems: skill in the use of personal computers and related software applications, particularly in the use of Microsoft Office-Word, Excel, PowerPoint, Publisher, Access: demonstrated competence in the use of spreadsheet and database in financial analysis, fiscal management and financial reports. Expert in developing Excel spreadsheets, with a full range of spreadsheet capabilities.
- Skill in organizing resources and establishing priorities.
- Ability to analyze and solve problems.
- Ability to create, compose, and edit written materials.
- Ability to gather data, compile information, and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Interpersonal skills to maintain cooperative and effective working relationships. Use excellent interpersonal skills to interact effectively with a diverse group of faculty, staff and students, and ability to work in a team environment.
- Work well in a fast paced, ambiguous, and changing environment under general guidance.
- Demonstrated ability to maintain confidentiality.

Desired Qualification:

- A baccalaureate degree is preferred.

Reporting to this position: No Direct Reports

Physical Demands & Work Environment:

Work will take place SDI Building at the Keshena Campus. Physical demands are classified as light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls. .

Lifting/Carrying: Ability to safely, frequently, and independently move and handle 20 lbs

Reaching: Extend hand(s) and arm(s) in any direction

Standing/Walking/Sitting: Must be able to sit or stand for extended periods of time.

Climbing: Ability to climb stairs.

Handling: Seizing, holding, grasping or working with hands.

Position requires the use of near, mid-range and far vision with clarity of vision at 20 feet or more and 20 inches or less. The ability to judge distance and space relationships and to see objects where and as they are.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs office functions-frequently
- Exposure to office/class room environment-frequent
- Exposure to shop or maintenance environment - Never

Tools & Equipment Used

- Office Equipment including copy, scan, print and fax machines, audio recording equipment, computer, calculator and telephone.