



College of
Menominee
Nation
KESHENA • GREEN BAY

Position Title: Administrative Assistant	Reports to: Campus Support Director
Department: Campus Support	FLSA Status: Non Exempt
Classification: Regular Part Time	Benefit Eligibility: Yes, Part Time Benefits
SOC Code: 43-6014	Last Updated: 10/12/16
Home Campus: Keshena Campus	Pay Grade: Keshena Hourly Grade 7 (\$11.68-\$14.61)
Grant Funded: Choose an item.	Application Deadline: Open until filled

Position Summary: Responsible for assisting in the administrative support functions for all Campus Support and departments.

Position Responsibilities & Duties:

- Process and provide purchasing support including monitoring of expenditures for Campus Support departments to include maintenance, groundskeeping and housekeeping.
- Assists Campus Support Departments with information gathering for contract and grants development, reports, correspondence and monitoring.
- Assist with the monitoring of Campus Support budget to include but not limited to process budget modifications, invoices, purchase orders, check requests, etc., as needed.
- Assist with all areas of clerical needs including: filing, typing correspondence, meeting minutes, etc., as needed for the full operation of Campus Support administrative functions.
- Monitor equipment inventory and equipment replacement schedule.
- Schedule travel arrangements for Campus Support Department staff.
- Provide coverage and back up coverage for the front desk.
- Schedule facility space usage utilizing the Space Rental Form for payment as needed;
- Schedule facility and vehicle usage for all CMN departments.
- Manage bulletin board scheduling and signage.
- Act as communications liaison for public announcements and solicitation requests utilizing CMN Calendar.
- Develop and maintain process and activities for Nursing Mother's Room.
- Work cooperatively with a variety of faculty, staff, and students.
- Maintain confidentiality.
- Work occasional flexible hours as required.
- Perform other duties as assigned.
- Other 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.

- A High School Diploma plus three years office experience, preferably within education, government or the nonprofit sector.
- Must possess a valid Wisconsin drivers license and be able to meet criteria to be placed on CMN's approved drivers list.
- The successful candidate will have strong computer skills, including experience with Word, Access, Excel, Publisher and PowerPoint.

- This position requires a self starter who is a poised, articulate individual with strong problem solving skills, and the ability to plan, coordinate, organize, prioritize multiple tasks and handle emergency situations.
- A moderate level of written and verbal communication skills, effective human relations abilities, and a high degree of professionalism are also required.

Desired Qualification:

- Associate Degree in Office Technology or closely related field and one year of office experience preferably in education, government or nonprofit sector.

Reporting to this Position: None

Physical Demands & Work Environment:

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.

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 clerical office Functions - Frequently

-Exposure to office/class room environment - Frequently

-Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Incumbent must be able to use computer, calculator, telephone, copy/fax/scan machine.

APPLICATION PROCESS

A complete application includes:

- Letter of interest
- Current Resume
- Completed CMN application form (available under job opportunities at www.menominee.edu)
- Copy of all college level transcripts (official transcripts required if hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of any certificates or training
- Please provide:
 - ✓ Proof of Tribal enrollment status
 - ✓ Proof of honorable or general military discharge paperwork

It is not the responsibility of CMN to notify you of missing pieces. Incomplete application packets will not be considered.

Send completed application materials to:

College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

Posting is open until filled.

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**