



Position Title: <b>Administrative Assistant</b>	Reports to: <b>Vocational Rehabilitation Director</b>
Department: <b>Vocational Rehabilitation</b>	FLSA Status: Non Exempt
Classification: <b>Regular Part Time</b>	Benefit Eligibility: <b>Yes, Part Time Benefits</b>
SOC Code: <b>43-9190</b>	Last Updated: August 1, 2021
Home Campus: <b>Keshena Campus</b>	Posting Status: First Posting – Enrolled Menominee Only
Grant Funded: <b>Fully Grant Funded</b>	Application Deadline: September 20, 2021 at 4:00 PM

**Position Summary:** Administrative Assistant for Vocational Rehabilitation staff and will occasionally be assigned to work evenings and weekends.

#### **Position Responsibilities & Duties:**

- Perform routine receptionist duties in a friendly and professional manner, greeting visitors, answering phones, and arrange appointments;
- Participates in staff development when indicated;
- Attends community events with information tables;
- Record and take minutes for department meetings;
- Develops and maintains confidential or complex files;
- Reviews and maintains files on departmental or program rules, regulations and laws;
- Prepares invoices and accounts payables, requisitions, purchase orders, and other fiscal duties;
- Represents agency, supervising official or program at meetings, conferences or community events, performs recruiting duties at off-site agencies as needed;
- Facilitates activities with staff, consumers, CMN departments and outside agencies;
- Enters and retrieves information using current data entry system;
- Receives referrals for MVR services, enters information in the system and assigns a counselor;
- Retrieve, classify and distribute departmental mail in a timely manner;
- Scanning inactive files and shredding old files;
- Promote the Mission, Purpose and Image of the College of Menominee Nation;
- 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.

- Associates Degree in related field;
- Three years' experience in a similar setting;
- Team player who works cooperatively, effectively and accurately with all CMN departments;
- Ability to provide accurate and concise information to a wide variety of individuals and organizations;
- Strong organizational, written and verbal communication skills;
- Accepts constructive criticism;
- Willing to work some evenings and weekends.

#### **Desired Qualification:**

-

**Reporting to this Position:** No Direct Reports

**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 - Constant

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Occasionally

**Tools & Equipment Used:** Computer, copier, phone, scanner, shredder

**APPLICATION PROCESS**

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

**It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.**

Application materials can be mailed to:

College Of Menominee Nation

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135.

or

Email to: [hr@menominee.edu](mailto:hr@menominee.edu)

An online application is available at: <http://www.menominee.edu/careers>

Posting closes at September 20, 2021 at 4:00 PM

**NOTE: Pre-employment drug testing is part of the hiring process.**

**EOE/MITW 82-10**