



Position Title: Executive Administrator	Reports to: President
Department: President's Office	FLSA Status: Non Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 43-6011	Last Updated: November 16, 2021
Home Campus: Keshena Campus	Posting Status: 1st Posting – Enrolled Menominee Only
Grant Funded: Not Grant Funded	Application Deadline: November 29 th , 2021 @ 4:00 pm

Position Summary: The Executive Administrator is primarily responsible for administrative support to the President in a professional, efficient, and confidential manner. The Executive Administrator is also a critical part of the President's Team and is expected to assist other team members to ensure an effective and efficient operation. Duties are highly confidential and require broad and comprehensive knowledge of the organization's policies, procedures and practices. Responsibilities require discretion, judgment, tact, poise and the ability to prioritize, prepare correspondences, and research highly confidential materials and issues. The ideal candidate will be proficient in PowerPoint for creating presentations; and must have experiences with other appropriate software applications. The position requires the ability to work independently and collaboratively, solve problems, set up and operate systems and procedures to manage an office. The successful candidate will possess high energy, excellent verbal and written skills, and the ability to interface effectively with all staff, faculty, governance, and external contacts.

Position Responsibilities & Duties:

1. Administrative Tasks;
 - a. Use a high degree of judgment and discretion in the handling and maintenance of materials of a confidential and/or sensitive nature;
 - b. Maintain any and all paper and electronic files, documents, records and reports;
 - c. Mail; incoming and outgoing;
 - d. Travel Arrangements to include; detailed itineraries and information;
 - e. Plan and Organize logistics for the President's appointments, meetings and events;
 - f. Prepare meeting agendas, materials and minutes in cooperation with the Corporate Secretary;
 - g. Serve in a liaison capacity between the President's Office and the college as well as the general public;
2. Reporting;
 - a. Read, research, draft, analyze and distribute memos, correspondence and reports for the President;
 - b. Develop visual presentations;
 - c. Assist in preparation for year end archival and retrieval systems;
3. External Relations
 - a. Develop host plans for visitors and meetings guests in cooperation with the Advancement Department;
 - i. Protocol points;
 - ii. Points of Interest;
 - iii. Maps, etc.
 - b. Maintain communication and coordination with consultants, universities, NPO, Governmental and International Organizations;
4. Policy and Procedure
 - a. Develop, implement and administer departmental office systems and procedures;
 - b. Recommend as needed, management action to improve standard operating procedures to improve work flow, reporting procedures and expenditures;

5. Other duties as assigned;
6. Standard Competencies;
 - a. Business Acumen;
 - b. Communication;
 - c. Consultation;
 - d. Critical Evaluation;
 - e. Ethical Practice;
 - f. Relationship Management;

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.

- Bachelors degree from an accredited institution;
- 5 years' experience and knowledge of secretarial, records management procedures, practices and principles of office management;
- Advanced PC skills with knowledge of software applications such as; desktop publishing, project management, spreadsheets and database management;
- Ability to work well with all levels of management, staff, governance, clients and vendors;
- Ability to effectively prioritize multiple tasks with attention to detail and accuracy;
- Excellent oral and written communications skills;
- Good customer service and interpersonal skills and tactful;
- Able to utilize discretion and good judgment, quality organizational and management ability;
- Able to exercise initiative and work independently;
- Able to maintain a high degree of professionalism;

Desired Qualification:

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Reporting to this Position: No Direct Reports

Physical Demands & Work Environment:

Physical demands are classified as Sedentary - lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools.

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 - Constant

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: Office equipment including; copy, scan, print, and fax. Computers, calculators and telephones.

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 hire)
- 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

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

Posting closes on November 29, 2021 at 4:00 PM

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

EOE/MITW 82-10