



Position Title: Administrative Assistant	Reports to: SDI Director
Department: Sustainable Development Institute	FLSA Status: Non Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 43-6011	Last Updated: July 8, 2022
Home Campus: Keshena Campus	Posting Status: First Posting – Enrolled Menominee Only
Grant Funded: Fully Grant Funded	Application Deadline: June 12, 2023 at 4:00PM

Position Summary: This Administrative Assistant position provides dedicated support to ensure the 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 communities.

1. Position Responsibilities & Duties:

- a. 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.
- b. Utilizes knowledge and understanding of underlying operational issues to create, compose, and edit technical and/or administrative correspondence and documentation.
- c. Assists in administrative problem solving, program/project planning, development, and execution of stated goals and objectives.
- d. Researches information, compiles statistics, and gathers and computes various data; prepares or assists in the preparation of reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- e. Assist in the monitoring, reconciling 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 programs or projects.
- f. Maintains schedule of reporting deadlines and basic budgeting review.
- g. Monitors and maintains current inventory and all electronics, and upholds the checkout/in process.
- h. 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.
- i. Coordinates and schedules appointments and maintains calendars; schedules, coordinates, and facilitates meetings, events, and/or assists with staff travel arrangements, as required.
- j. Establishes, updates, and maintains department's files, inventories, and records; implements and maintains data management systems, as required.
- k. Researches products, services, and supplies for vendors and cost estimates. Requisitions supplies, printing, maintenance, and other services.
- l. Works closely with the Sustainable Development Institute staff and faculty to set common goals and work collectively to achieve Institute, project, and team goals.
- m. Other duties as assigned for the overall success of the college.

2. 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. An Associate Degree in Business Management or related field and 2 years experience that is directly related to the essential functions specified; or a high school diploma or GED and 6 years of experience that is directly related to the duties and responsibilities specified.
- b. Basic knowledge of budget administration and control, recordkeeping and database management.
- c. Knowledge of supplies, equipment, and/or services ordering and inventory control.
- d. 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 spreadsheets and database in financial analysis, fiscal management and financial reports. Expert in developing Excel spreadsheets, with a full range of spreadsheet capabilities.
- e. Skill in organizing resources and establishing priorities.
- f. Ability to analyze and solve problems.
- g. Ability to create, compose, and edit written materials.
- h. Ability to gather data, compile information, and prepare reports.
- i. Ability to communicate effectively, both orally and in writing.
- j. Excellent interpersonal skills to maintain cooperative and effective working relationships.
- k. Excellent interpersonal skills to interact effectively with a diverse group of faculty, staff, and students, and ability to work in a team environment.
- l. Work well in a fast-paced, ambiguous, and changing environment under general guidance.
- m. Demonstrated ability to maintain confidentiality

Desired Qualification:

- a. A baccalaureate degree is preferred.

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 - Frequently

-Exposure to office/classroom environment - Constant

-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.

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 references
- Copy of valid WI driver's 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 June 12, 2023 at 4:00 PM

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

EOE/MITW 82-10