

AANIIIIH NAKODA COLLEGE

JOB DESCRIPTION: STUDENT SUPPORT SERVICES (SSS) ADMINISTRATIVE ASSISTANT
DEPARTMENT: STUDENT SERVICES
CLASSIFICATION: SUPPORT

PERFORMANCE DESCRIPTION: To provide the best quality student and community services within the Student Services Department. The position is support, full-time, 10-month. This position is supervised by the Student Support Services Director.

PERFORMANCE RESPONSIBILITIES: In accordance with the Aaniiih Nakoda College Mission Statement and College Core Themes and Goals, the SSS Administrative Assistant shall compose, type, and edit documents; act as office receptionist by greeting and directing visitors and callers; establish and maintain various computerized and paper files and records; maintain office supplies for the program; participate in setting up workshops, conferences, and other meetings; and disseminate program outreach materials via print, radio, and electronic media.

QUALIFICATIONS REQUIRED:

- An associate degree in business, computer applications or closely related to job description, with experience in student services, office etiquette, and working in an administrative setting.
- Excellent oral and written communication skills.
- Knowledge and experience with word processing and data entry.
- Excellent customer services skills.
- Ability to extract and organize information.
- Ability to perform mathematical calculations.
- Representative of target population.

Salary: Salary commensurate with experience and education.

How to apply:

Submit: 1) Letter of Application; 2) Current Resume; 3) Official College Transcripts; 4) 3 ***current*** letters of recommendations. Please have letters of recommendation correlate with the job you are applying for. Please send application to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information call 406-353-2607 x 3901 or by email, mbrockie@ancollege.edu.

Open until filled. Incomplete applications will not be considered.

Aaniiih Nakoda College does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

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