

**Sauk Language Administrative Assistant #2017-37 (STROUD)** This position will provide administrative support to the staff and other team members of the Sauk Language Department including assisting them with scheduling meetings, advertisement, word processing, purchasing, assists in language activity planning, promotion, and implementation, and other duties as assigned. Maintains the administrative records of the department and serves as primary point of contact between Language Department and other departments of the Sac and Fox Nation. High School graduate or equivalent required; some college level course work and/or vocational certification in computers is preferred. Two years administrative assistant/clerical experience required. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement**