

Administrative Assistant

Position: *Administrative Assistant*
Department: Sauk Language Department
Supervisor: Language Director
Supervises: No One
FLSA Status: Non-exempt

Position Summary:

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.

Duties and Responsibilities:

- Answers phones and directs callers to the appropriate staff member or takes messages as necessary.
- Greets and directs visitors and callers to the Language Department.
- Maintains the organization and upkeep of the Language Department.
- Maintains departmental obligation control, prepares purchase orders and request for payments, and serves as primary point of communication between Language Department and other departments of the Sac and Fox Nation.
- Participates in regular meetings with Language Program staff to plan and develop activities and events in relation to language projects.
- Assists the Language Director and other staff in organizing, promoting, and facilitating language events and activities.
- Collects and compiles departmental files and other documents as required.
- Serves as initial point of contact between tribal members and the Language Department.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Some familiarity with the Sauk language and/or Sauk community is preferred but not required.
- Must possess basic computer skills with a good working knowledge of word processing, spreadsheet, and database applications; experience with Mac operating systems is preferred but not required,
- Ability to successfully work with a diverse team of staff, volunteers, consultants, and interns working with the Sauk Language Department.
- Proven success in developing, implementing, and managing the organization of several projects simultaneously.

Administrative Assistant

- Ability to maintain strong rapport with tribal members.
- Must possess good communication skills with a willingness to assist in outreach to all interested tribal members.
- Strong knowledge of the English language and its proper usage, both oral and written (grammar, spelling, and punctuation).
- Ability to exercise good judgment under stressful situations.
- Ability to work well under pressure of short timeframes.

Education and Experience

- 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.

Employee's Signature

Date

Supervisor's Signature

Date