

White Earth Tribal and Community College

**Internal only**

Deadline to apply: February 16, 2018

Job Title: Executive Assistant  
Reports to: President  
Status: Full Time

**Summary:**

Under the supervision of the President the Executive Assistant is responsible for the efficient management of daily operations of the office of the President. This position requires strong organizational skills and the ability to multi-task in a high paced environment. Applicant should have proficient typing and computer skills including MS Word, Excel, Outlook, and the Internet. Must be self-driven and highly independent.

**Qualifications:** Associates Degree preferred, minimum two years of work experience providing management office support. Combination of education and work experience may be considered.

Application available at [www.wetcc.edu](http://www.wetcc.edu) or by calling Denise Askelson at 218-935-0417, Extension 332.

Complete job description available upon request.

\* Equal Opportunity Employer with American Indian and Veteran preference.

Send complete application materials to:

White Earth Tribal and Community College  
Denise Askelson, Human Resources  
2250 College Road – PO Box 478  
Mahnomen, MN 56557  
Email: [denise.askelson@wetcc.edu](mailto:denise.askelson@wetcc.edu)

**WETCC Mission**

White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.