

White Earth Tribal and Community College
Deadline to apply: May 11, 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 using 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 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

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.