



Executive Assistant to the President

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

Job Title: Executive Assistant to the President
Reports to: College President
Status: Full Time, Permanent
Salary Range: DOQ
Job Closes: March 1, 2019

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, including the coordination of various reporting on behalf of the College. This position performs a variety of administrative duties to support the management team of WETCC and is responsible for comprehensive data analysis and reporting focusing on data governance while building a foundation to make key reporting more widely available.

Qualifications/Requirements: Bachelor's Degree from an accredited institution of higher education. Minimum two years of work experience handling reports, quantitative and qualitative data analysis, coordinating various departments, and providing office management support. Combination education and experience may be considered. Proactive, creative, and efficient problem solver in ambiguous and fluid situations; results-driven with high level of initiative, analytical capability and accountability.

Complete application and materials include: Letter of intent, WETCC application, resume, and list of references. Applications available at www.wetcc.org or by calling/emailing Jen McDougall at 218-935-0417, Extension 332.

**Equal Opportunity Employer with American Indian and Veteran Preference.

Send complete application materials to:

White Earth Tribal and Community College
Jen McDougall, Human Resources
2250 College Road - PO Box 478
Mahnomen, MN 56557
Jen.mcdougall@wetcc.edu