



ADMINISTRATIVE ASSISTANT

Full-Time

Opens: January 5, 2022

Closes: open until filled

Salary: \$16.80

*Join the Fun at the College
and be eligible for free
Classes!*

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

Position Summary

Under the supervision of the Community Extension Service Director, incumbent is responsible for the efficient management of daily operations of the department, including the coordination of data collection for department reports. This position performs a variety of administrative duties to support the director and management team.

Education and/or Experience

- Associates Degree preferred with the minimum two years of work experience providing office support, preferred. Or three years work experience.

Knowledge, Skills & Abilities

- Strong analytical skills and experience, organizational skills, with strict attention to detail, accuracy and timeliness.
- Strong computer skills in MS Word, Excel, Outlook and the Internet.
- Excellent interpersonal, research and writing skills.
- Ability to work with minimal supervision, is a self-starter and be a team player.
- Ability to manage projects with deadlines and priorities in a fast-paced environment.
- Ability to multitask and apply problem solving techniques as necessary.
- Ability to be a team player and provide excellent customer service.

Apply Online at: <http://www.wetcc.edu>

Or submit completed application, letter of intent and resume to:

White Earth Tribal and Community College

Attn: Jon Krulich, Human Resources

2250 College Road

Mahnomen, MN 56557

Equal Opportunity Employer with Indian and Veteran Preference

Criminal background will be performed

WETCC is accredited by HLC