



Executive Assistant

Position Information

Under the supervision of the President, the Executive Assistant provides high-level administrative support to the President and designated Cabinet members. This position ensures efficient scheduling, coordination of meetings, and effective communication with internal and external stakeholders. The Executive Assistant represents the College in a professional and culturally respectful manner, supports outreach and service activities, and assists with record keeping and meeting preparation. The ideal candidate will have a strong understanding of the local community and Anishinaabe culture.

Duties & Responsibilities

On a typical day at WETCC, your contributions will include professionalism, confidentiality, and cultural awareness. Specific responsibilities include, but are not limited to:

- Calendar & Scheduling Management
 - Manage and prioritize calendars for the President and assigned Cabinet members.
 - Coordinate internal and external meetings, including logistics and communication with community, government, higher education, and industry representatives.
- Meeting & Event Coordination
 - Prepare agendas, materials, and records for meetings.
 - Assist with outreach and service activities that align with WETCC's mission and vision.
- Communication & Representation
 - Serve as a liaison between the President's Office and internal/external stakeholders.
 - Represent the College in a positive and culturally appropriate manner at public events and meetings.
- Administrative Support
 - Maintain accurate records and assist with documentation for meetings and projects.
 - Support special projects and initiatives as assigned by the President or Cabinet members.

- Cultural Engagement
 - Demonstrate respect for Anishinaabe culture and traditions in all interactions.

Work Schedule: Monday – Friday, 8:00 am – 4:30 pm

Advertised Salary: \$21.34/hour, non-exempt status

Minimum Qualifications

- Associate degree and two or more years of experience supporting senior administrators or executives; or equivalent education and experience.
- Strong organizational, communication, and interpersonal skills.
- Ability to manage multiple priorities and maintain confidentiality.
- Proficiency in Microsoft Office Suite.
- Current driver's license and insurance.
- Ability to pass a background check and travel for job-related activities.

Preferred Qualifications

- Bachelor's degree.
- Experience in higher education.
- Experience developing and managing budgets.
- Familiarity with Anishinaabe culture and Ojibwemowin language.

Applicant Materials Required Cover letter, resume, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at www.wetcc.edu.

Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA.

The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which start accruing from the date of hire.

WETCC has 17 paid holidays a year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

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

Vision - *Giaa-miinigoowizid Anishinaabe Gibimiwidoomin niigaanakeyaa – “We all are carrying into the future the way the Anishinaabeg was gifted.”*

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.