**LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS**  
**JOB POSTING**

**Job Title:** Administrative Assistant, WOCTEP  
**Department:** Education  
**Reports to:** Project Director  
**Status:** Non-Exempt  
**Salary Range:** $14.89 to $20.84 per hr. / $30,971 to $43,347 Annual  
**Level:** A13  
**Term of Position:** Grant funded position: ends December 31, 2021  
**Opens:** August 05, 2020  
**Closes:** August 19, 2020

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**SUMMARY:** Provide support and assistance to the Project Director in the management, reporting and maintenance of the career and technical education program. Provide customer service and assistance to students. Perform clerical duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following, other duties may be assigned:

- Implement and maintain all information as it relates to the Access database according to program procedures.

- Record, Track and maintain digital and hard copies of Financial Assistance and Budget expenditures for WOCTEP and all the students.

- Maintain a network of contacts with North Central Michigan College (NCMC) and Bay Mills Community College (BMCC) staff to enhance the education experience of WOCTEP students.

- Relay to WOCTEP and appropriate staff members (tribal police, MIS, etc.) classes being held at LTBB governmental buildings.

- Prepare data for Quarterly and Tribal Council Reports for Project Director to create reports.

- Knowledge of all WOCTEP positions for the purpose of office coverage and new employee training.

- Maintain WOCTEP calendar to keep staff organized.

- Collaborate with the WOCTEP student advisors to establish a timeline of early registration dates and other deadlines.

- Assist WOCTEP project director at needed.
• Answer incoming telephone calls. Answer questions and provide information and direct to appropriate staff.

• Assist students and staff in person as appropriate.

• Respond to requests for materials, information and applications; distribute through inter-office mail, postal service, etc.

• Assist in receiving, sorting, routing and preparing mail/faxes.

• Assist in preparing documents, reports and summaries for Tribal and Federal requirements.

• Create and print memos, correspondence, reports and other documents as necessary.

• Order, receive and maintain office supplies.

• Assist in the organization and planning of meetings, special events, audits, and grant evaluations.

• Perform other clerical duties as necessary, such as filing, scanning or copying.

• Assist with patrons/maintenance of the WOCETEP Computer Lab as necessary.

• Perform other duties as assigned.

• Abide by the LTBB confidentiality requirements.

EDUCATION AND/OR EXPERIENCE:
High School Diploma or GED; Associate’s Degree in office administration or related field preferred. Prefer 5 years’ experience working in an office setting handling administrative duties and secondary leadership role is necessary.

OTHER SKILLS AND ABILITIES:
Must be able to establish and maintain working relationships with the staff, membership, public agencies, etc. Must possess strong oral and written communication skills. Must possess computer skills in Microsoft office, especially Access, Word and Excel and Outlook email. Must be detail oriented and have superior organizational skills.

COMMENTS:
Indian preference will apply.