



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

Position: Education Department - Administrative Assistant
Date of Announcement: March 25, 2016
Closing Date: April 7, 2016
Hours: 8:30 – 5:30pm M-F (40 hours per week)
Salary: \$11.50/hr

GENERAL STATEMENT OF RESPONSIBILITIES

The Education Administrative Assistant provides clerical support and, under the direction of the Indian Education Programs Director and the Education Tutor Coordinator, assists with the day-to-day operations of the Education Department by working with director to develop lesson plans, workshops and presentations; coordinating tutors; maintaining student records, activities, reports and progress; conducting activities to help students get in touch with their Indian identity; soliciting presenters from the local cultures to teach the youth.

DUTIES INCLUDE:

1. Greets visitors, determines nature of their business and directs them to the proper personnel.
2. Answers and routes incoming calls.
3. Coordinate and facilitate cultural presentations.
4. Maintains departmental confidence.
5. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
6. Provides transportation for enrolled students as necessary.
7. Accompanies students on field trips and provides appropriate supervision.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must be 21 years of age or older and have been a licensed driver for at least three years.
2. Must have a High School diploma/GED and at least six (6) months work experience in an office environment.

3. Must have knowledge of office procedures and machines.
4. Must have good written and verbal communication skills.
5. Must pass pre-employment filing, spelling, Word, and Excel testing.
6. Must possess and maintain a valid driver's license with no more than 5 MVR points and be insurable as determined by the Susanville Indian Rancheria insurance provider.
7. Must be able to relate to Native Americans and work well with the public.