



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

Position: Administrative Assistant/Tutor Driver
Announcement Date: July 5, 2018
Closing Date: July 20, 2018
Hours: 8:30am – 5:30pm M-F (40 hours per week)
Salary: \$13.79 - \$14.49/hr. (Depends on Experience)
Benefits: Highly competitive benefits package **See below*

GENERAL STATEMENT OF RESPONSIBILITIES

Under the direction of the Education Programs Director, the Administrative Assistant/Tutor Driver provides clerical support and assists with the day-to-day operations of the Education Department. This position works with Director to develop lesson plans, workshops and presentations; coordinates tutor activities; and maintains student records and activity logs. This position will develop activities with emphasis on Native American culture and will engage Tribal members to speak to students on Native American history, culture, and values. The Administrative Assistant/Tutor Driver will assess student progress and grades, provide one-on-one tutoring, classroom tutoring, and provide transportation for students on an as-needed basis.

This position works with and around our children and youth and is therefore subject to P.L. 101-630.

DUTIES INCLUDE:

1. Greets visitors, determines nature of their business, and directs them to the proper personnel.
2. Answers and routes incoming calls.
3. Coordinates and facilitates cultural presentations.
4. Maintains departmental confidence.
5. Provides transportation for enrolled students as necessary.
6. Accompanies students on field trips and provides appropriate supervision.
7. Develops lesson plans, workshops, and presentations for students.
8. Coordinates tutors and maintains student record and activities.

9. Creates a Native American culturally aware environment in the Education Department.
10. Provides one-on-one tutoring.
11. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals, and standards.
12. 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 (3) 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 ability to obtain CPR certification within three months and maintain current certification thereafter.
4. Must have knowledge of office procedures and machines.
5. Must have good written and verbal communication skills.
6. Must pass pre-employment reading, writing, and math tests.
7. Must be proficient in MS Word and Excel.
8. 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.
9. Must submit to a fingerprint and a background investigation.
10. Must pass a background investigation in accordance with P.L. 101-630.
11. Must be able to relate to Native Americans and work well with the public.

SIR BENEFITS PACKAGE

The Susanville Indian Rancheria offers its Full-Time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, and life insurance; 401(k) retirement plan.

*** Preference will be given to Native Americans (42 CFR 36.221)

