



Nueta Hidatsa Sahnish College

Position Announcement

POSITION: Administrative Assistant

DEPARTMENT: Student Services

ACCOUNTABLE TO: Vice President of Student Services

LOCATION: New Town, ND Campus

CLASSIFICATION: Full-Time

FLSA STATUS: Non-Exempt

PAY RANGE: \$16 - \$21 hr.

Nueta Hidatsa Sahnish College (NHSC) mission is to provide a unique educational community founded in culture and spirituality that nurtures holistic student success.

POSITION SUMMARY:

Provides administrative assistance primarily for the Vice President of Student Services and departmental personnel to promote student success and maximize office efficiency; provides clerical support for office operations. Performs general office duties which consist of greeting visitors, filing documents, corresponding, event preparation, scheduling of meetings, taking minutes, maintaining a budget, answering of phones, maintaining travel scheduling for the Vice President of Student Services which would include day-to-day operations for the Student Services' Department.

ESSENTIAL JOB FUNCTIONS:

- Serves as the primary contact for the Vice President of Student Services for communication with students, faculty, staff, vendors, and community members
- Assists in the preparation of financial statements, various reports, memos, invoices, letters and other pending documents and maintains them in a filing system
- Answers phones along with other clerical duties
- Handles all requests and/or inquires upon request
- Manages the Student Services' Departmental schedules, calendars, appointments, meetings, and travel arrangements (as needed), utilizing software programs and online platforms to maintain cohesiveness and communication
- Takes and maintains accurate minutes for all Student Services departmental meetings
- Purchases, maintains, and inventories all office supplies
- Assists in the coordination of events, conferences, symposiums and other functions (as needed)
- Participates in recruitment, admissions, registration, retention and completion processes and events (as needed)
- Maintains up-to-date knowledge of college procedures and regulations as they pertain to college policies and procedures
- Assists with the supervision of volunteers, interns, and work study students (as needed)

- Supports student success by helping faculty and staff accommodate students through the THRIVE model (tuition & finances; health & wellness; resources & supports; instruction & academics; vocation & career; and extracurricular & events)
- Performs other duties, as assigned

JOB REQUIREMENTS:

Knowledge: Must have previous experience in office management. Must have extensive knowledge working with Microsoft Office Suite and other software programs. Must be proficient and fluent in the English language.

Skills: Must be able to effectively communicate orally and in writing; must possess computer skills relevant to the educational/administrative settings, including Microsoft Office Suite and be quick at learning new software programs, such as Jenzabar. Capability to display a high level of organizational and planning skills.

Abilities: Must be able to work collaboratively in a busy department and progressive college environment; perform assigned duties effectively with minimal supervision; and establish and maintain good working relationships with students, faculty, staff, vendors, and the Mandan, Hidatsa and Arikara community.

EDUCATION AND EXPERIENCE REQUIRED:

Minimum Qualifications: Associate's Degree in or a related field with 1-2 years' experience working in an office setting.

Preferred Qualifications: Bachelor's Degree in related field, with related work experience.

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, cover letter, resume, and three (3) reference letters to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sanish College
301 College Drive
New Town, ND 58763
humanresources@nhsc.edu

Applicant may also include a copy of degree of Indian blood if claiming Indian preference, and a DD-214 if claiming Veteran's preference.