



Position Title: Administrative Assistant	Reports to: Dean of Student Success
Department: Student Services	FLSA Status: Non-Exempt
Classification: Full Time	Benefit Eligible: Yes -Full Time
SOC Code: 43-6014	Last Updated: 09/13/2023
Location: Keshena Campus	Posting Status: Second Posting - Open
Grant Funded: Partially Grant Funded	Application Deadline: Tuesday, November 21, 2023 at 4:00 P.M.

Position Summary: The Administrative Assistant works directly under the Dean of Student Success supervision and will provide administrative support to all programs under Student Services. The position will support recruitment, admissions, advising, trades, and financial aid services. This position must abide by strict confidentiality requirements, work effectively and efficiently with students, faculty, and staff in a fast-paced environment, and successfully initiate, execute, and complete multiple projects promptly and efficiently. The Administrative Assistant serves as a bridge for all academic programs and supports accomplishing the College of Menominee Nation's mission through academic excellence. In addition, the Administrative Assistant creates, supports, and enhances a student-centered environment.

1. Position Responsibilities & Duties:

- a. Provides administrative support for the Dean of Student Success, Recruitment, Admissions, Financial Aid, Advising, and Trades.
- b. Screen and handle telephone communications, greet, and direct visitors, and address concerns, administrative issues, and inquiries as appropriate.
- c. Primary contact for the Welcome Center, Retention, and Trades Center, students, and external constituencies.
- d. Provide oversight and coordination of various processes and projects within Student Services.
- e. Organize and facilitate meetings and special events; schedule and coordinate dates and times, venues, attendance, agendas, and facilities; take minutes; and provide administrative support and follow-up on meeting matters.
- f. Compose and prepare written documentation and correspondence for the office; screen and evaluate incoming and outgoing mail and prepare responses as appropriate, including the processing and mailing for Student Services.
- g. Receive and assist visitors and telephone callers, referring them to the appropriate office.
- h. Manage Student Services day-to-day activities; maintain files, telephone and mailing lists, and necessary office supplies; monitor office expenditures to ensure purchases are within budget.
- i. Initiate and process forms such as purchase orders, requisitions, travel forms, printing requests, and travel expense reimbursements.
- j. Evaluate all incoming correspondence to determine which matters require the Dean's immediate attention.

- k. Assist in coordinating meetings, prepare materials for presentations, take minutes, and distribute agendas and associated minutes/materials.
- l. Work with the Student Services team to assist in the planning and execution of college commencement activities as needed.
- m. Assist with various special events, activities, assignments, and projects as assigned, including the New Student Orientations and Registration Events. o Maintain confidentiality in all matters
- n. Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
- o. Other duties as assigned for the overall success of the College.

Minimum Qualifications - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Education

- Technical Degree in related field is required, AND
- One year of experience working in an institution of higher education OR
- An equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

2. Experience

- Demonstrated ability to handle a variety of complex issues requiring analysis, problem-solving, and sound judgment to apply the best solution is required.
- Demonstrate ethical conduct in all aspects of the work environment.
- Demonstrate a positive attitude, maturity, initiative, and integrity with a professional image contributing to the success of the college.
- Work effectively in a team environment.
- Ability to work with diverse student, staff, and community populations.
- Dependable, punctual, and committed to following through on tasks.

3. Specific Skills

- Exceptional customer service skills and the ability to maintain an excellent working relationship with internal and external customers.
- Excellent oral and written communication skills, organizational and follow-up skills, and ability to plan and effectively handle multiple tasks.
- Working expertise with Microsoft Office software (Word, PowerPoint, Excel) and collaboration software (MS Teams, Zoom, Google Drive, Box).
- Ability to prioritize various tasks and assignments.
- Sharp record-keeping skills with attention to detail.
- Excellent relationship-building skills.
- Ability to maintain confidentiality and professionalism
- Ability to identify needed action without continual direction.

- Excellent organizational skills and ability to work under pressure,
- Neatness in work, and appearance.

Desired Qualification:

- Associate Degree preferred.

Reporting to this position: No direct reports

Physical Demands & Work Environment:

Work will take place in the Glen Miller Hall Building of the College of Menominee Nation. Physical demands are classified as sedentary.

Lifting/Carrying: Ability to lift, carry, and raise up to 20 pounds from lower to higher, higher to lower, and horizontal positions.

Reaching: Extend hand(s) and arm(s) in any direction.

Standing/Walking/Sitting: Must be able to sit for extended periods of time.

Climbing: Able to climb stairs

Handling: Seizing, holding, grasping turning, or working with hands.

Position requires the use of near, mid-range, and far vision with clarity of vision at 20 feet or more and 20 inches or less. The ability to judge distance and space relationships and to see objects where and as they are.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs indoor office functions-Frequent
- Exposure to office/classroom environment-Frequent
- Exposure to shop or maintenance environment - Never

Tools & Equipment Used

- Office Equipment including copy, scan, print, and fax machines, computer, calculator, and telephone.

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college-level transcripts (official transcripts required upon hire)
- Three professional references
- Copy of valid WI driver's license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

**** It is NOT the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.**

Application materials can be mailed to:

College of Menominee Nation
Attn: Human Resources
P.O. Box 1179
Keshena, WI
54135. or
Email to: hr@menominee.edu

An online application is available at: <http://www.menominee.edu/careers>

Posting closes on Tuesday, November 21, 2023 at 4:00 PM

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**