



SEALASKA HERITAGE

POSITION DESCRIPTION

Part-Time Administrative Assistant

INFORMATION

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| Department: | Culture & History |
| Reports to: | Culture & History Director |
| Location of Work: | Juneau, Alaska |
| Salary Grade: | DOE |
| Employment Category: | Part-Time, 25 hr/week |
| Classification: | Non-Exempt |
| Date: | March 2021 |

SUMMARY/OBJECTIVE

Under the supervision of the Culture and History Director, this position is responsible for providing support to the Sealaska Heritage Institute (SHI) Culture & History Department by performing administrative support duties.

ESSENTIAL FUNCTIONS

1. Leads or assists with planning, coordination, and facilitation of Culture & History Department events, projects, and programs including lectures and meetings of the Council of Traditional Scholars.
2. Organizes special Culture & History Department activities as needed.
3. Schedules meetings, arranges travel, and submits payment requests for approved expenses incurred by Department personnel, invited visitors, and lecturers.
4. Submits approved expenses for payment using SHI Purchase Request Forms.
5. Prepares and operates equipment required for meetings and events, such as (but not limited to) laptops, overhead projector, screen, sound and lighting system, and wireless microphones and earphones for simultaneous translations. Facilitates conference calls and video conferences.
6. Requests materials from outside institutions for department director and researchers, drafts responses to donors, coordinates shipping/mailing for department.
7. Conducts limited anthropological, ethnohistorical and social science research under supervision.
8. Performs other related duties as assigned.

COMPETENCIES

- Excellent verbal, written, and interpersonal communication skills.
- Basic research skills.
- Proficiency in computer applications for word processing, spreadsheets, and database software.
- Highly organized, self-motivated with attention to detail.
- Ability to work well on own initiative and within a team.
- Ability to keep track of, prioritize, and process/complete large volumes of requests, inquiries, and tasks in a timely manner.
- Ability to plan and implement events and projects; track progress; collect data and generate simple reports on activities.
- Ability to work with a budget and within budget restrictions.
- Ability to prepare and supervise volunteers as needed.
- Ability to prepare and operate technical equipment, such as laptops, overhead projectors, screens, microphones, and basic sound and lighting equipment, as required for meetings and events.
- Knowledge of Alaska Native culture.

SUPERVISORY RESPONSIBILITY

This position has no direct supervisory responsibilities.

WORK ENVIRONMENT

This position's duties are generally performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and the employee should be prepared to stand, walk, bend, kneel, stoop, crouch, and climb all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a part-time non-benefited position, working 25 hours a week.

TRAVEL

None to minimal.



REQUIRED EDUCATION AND EXPERIENCE

- High School diploma
- Two years of administrative experience or equivalent office experience
- One to two years of experience coordinating events/projects/programs

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree
- Three years of administrative experience or equivalent office experience
- Three years of experience coordinating events/projects/programs

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

