POSITION DESCRIPTION

Education Administrative Assistant – Indigenizing Education for Alaska

INFORMATION

Department: Education
Reports to: Education Director
Location of Work: Juneau, Alaska
Employment Category: Full-time
Classification: Non-exempt

SUMMARY/OBJECTIVE

The primary objective of the Program Assistant is to provide administrative support for the Indigenizing Education for Alaska program, administered through the Sealaska Heritage Institute (SHI) Education Department. The position will be responsible for scheduling meetings, processing tuition payments, and maintaining filing systems. Independent judgment is required to support the project manager and program staff to meet deadlines, process payments, and manage program documents.

ESSENTIAL FUNCTIONS

• Provide administrative support to the project manager and program staff related to the development of the Alaska Native educator database, community of practice sessions, faculty learning plan, and summer programming.
• Responsible for maintaining and organizing program documents, including invoices, contracts, and reporting documents.
• Assist the program manager in reconciling and submitting monthly expense reports.
• Oversee the disbursement of the University of Alaska Southeast tuition scholarship payment. Maintain a up-to-date record of scholarship recipients.
• Support and implement the annual teacher conference.
• Other duties as assigned

COMPETENCIES

• Demonstrated high level of verbal, written, and interpersonal communication skills.
• Exhibited ability to manage multiple projects and activities with attention to detail.
• Strong organizational and planning skills to support the project manager and program staff to meet the deliverables of ITTAP in a timely manner.
• Technical capacity and expertise in using charts, tables, graphs, spreadsheets, and databases.
• Extensive knowledge of Southeast Alaska Native cultures.

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

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

WORK DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing 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

This is a full-time benefited position.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

• High School Diploma.
• One year of administrative experiences or equivalent office experience.

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.