



POSITION DESCRIPTION

Education Conference Planning Administrative Assistant

INFORMATION

Department:	Education
Reports to:	Education Director
Location of Work:	Juneau, Alaska
Employment Category:	Full-time, Seasonal
Classification:	Non-exempt
Date:	April 2021

SUMMARY/OBJECTIVE

Under the direct supervision of the Education Director, this position is responsible for providing administrative support for the Education Department, Thru the Cultural Lens programs' conference planning committee. This is a full-time position which starts immediately and lasts until mid-August.

ESSENTIAL FUNCTIONS

1. Work closely with the members of the Culturally Responsive Education (CRE) conference planning committee.
2. Organizes and prioritizes large volumes of information and calls.
3. Schedules and organizes complex activities, such as meetings, travel, conferences, and department activities for all members of the CRE planning committee.
4. Maintains Education Department Thru the Cultural Lens program and budget electronic and hard copy filing systems.
5. Drafts correspondence for the CRE planning committee when necessary.
6. Drafts contracts and payments for presenters.
7. Works with multiple online technologies, such as Zoom, Google Docs Editors suite, surveymonkey.com, etc.
8. Creates and maintains spreadsheets in Microsoft Excel, and Google Sheets.
9. Orders and maintains office supply that may be needed for CRE planning committee or Education Department.
10. Performs other duties as assigned.

COMPETENCIES

- Excellent verbal, written, and interpersonal communication skills and customer service orientation
- Knowledge of operation of standard office equipment
- Ability to work well on own initiative and within a team
- Proficient in computer applications, including word processors, spreadsheets database software, and online survey applications
- Strong command of Microsoft Excel
- Highly organized, self-motivated, and attentive to detail
- Knowledge of principles and practices of basic office management
- Knowledge of Alaska Native cultures and education programming

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 AND EXPECTED HOURS OF WORK

This is a full-time, seasonal position, working 37.5 hours a week. Days and hours of work are Monday through Friday, 8:00am to 4:30pm.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma
- Three years of administrative experiences or equivalent office experience.
- Demonstrable skill using Excel, Google Docs Editors suite in a professional capacity.



PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree
- Five years 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.

To apply, please send resume and cover letter to shijobs@sealaska.com or go to www.sealaska.com "careers" link to submit an application.

