



## POSITION DESCRIPTION

### Project Assistant- Haa Yoo X'atáŋgi Deiyí: Our Language Pathway

## INFORMATION

Department:	Education
Reports to:	Education Director
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Full-time
Classification:	Non-Exempt
Date:	November 2020

## SUMMARY/OBJECTIVE

Under the direct supervision of the Education Director, this position is responsible for providing administrative support for Haa Yoo X'atáŋgi Deiyí: Our Language Pathway.

## ESSENTIAL FUNCTIONS

1. Maintain documentation of completed language acquisition assessments.
2. Coordinate all travel related to project.
3. Support planning of annual summer language institute.
4. Support language coordinators and project direction in planning of classroom and community language internships.
5. Organizes and prioritizes large volumes of information and calls.
6. Schedules and organizes complex activities, such as meetings, conferences, and department activities.
7. Maintains Haa Yoo X'atáŋgi Deiyí program files.
8. Drafts correspondence for Education Department when necessary.
9. Ships language resources to schools and communities.
10. Other duties as assigned.

## COMPETENCIES

- Excellent verbal, written, and interpersonal communication skills
- 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
- Highly organized, self-motivated, and attentive to detail
- Knowledge of 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 AND EXPECTED HOURS OF WORK**

This is a full-time benefited position, working 37.5 hours a week. Normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday.

## **TRAVEL**

None to minimal.

## **REQUIRED EDUCATION AND EXPERIENCE**

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

## **PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor's degree
- Three 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.

