



POSITION DESCRIPTION

Senior Education Administrative Assistant

SUMMARY/OBJECTIVE

Reporting directly to the Director of Education, the Senior Education Administrative Assistant provides executive support in a one-on-one working relationship. They serve as a liaison to internal and external constituencies for the Director of Education. Strong written and verbal communication, administrative, and organizational skills, and the ability to maintain multiple priorities are important skills necessary for this position. This person will work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

ESSENTIAL FUNCTIONS

- Complete a broad variety of administrative tasks for the Director of Education and the Education Department including; managing calendars, appointments, meeting requests, travel arrangements, and department activities for all members of the department.
- Coordinate and assist the Director of Education in internal and external functions of the Education Department and the responsibilities of the Director in regard to education programming.
- Maintain files, papers and reports and assist with development of administrative procedures for institutional record keeping.
- Conduct cultural, historical, or educational research as directed by the Director of Education.
- Draft contracts and track payments for the Education Department's contractors.
- Assist the Education Director in compiling and editing Quarterly Reports.
- Assist the Education Director and other grant managers in compiling, editing and submitting grant performance reports.
- Draft memos, correspondence, letters of support, etc. for the Director of Education and the Education Department.
- Coordinate special projects related to Education Department programming, as needed.
- Help maintain Education Department program and budget electronic and hard copy filing systems.
- Order and maintains office supply inventories for Education Department.
- Schedule and build staff meeting agendas based on guidance from the Education Director.
- Assist Education Director in miscellaneous duties as needed.

COMPETENCIES

- Excellent verbal, written, and interpersonal communication skills.
- Ability to work well on own initiative and to collaborate within a team.
- Excellent technical skills in computer applications, including word processors, spreadsheets, database software, and online survey applications.
- Highly organized, self-motivated, and extremely attentive to detail.
- Strong flexibility and ability to switch gears quickly.
- 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 benefited 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 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.

