



AMERICAN INDIAN SERVICES

scholarships for Native Americans

Position Description

Position Title: AIS PREP Administrative Assistant

Hourly Range: \$14.00-\$18.00 (determined by credentials and experience)

Classification: Non-Exempt

Schedule: Part-Time; Monday-Friday; 20 hours/week

Role: Non-Supervisory

The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.

Summary of Work:

The American Indian Services (AIS) Pre-Freshman Engineering Program (PREP) Administrative (Admin) Assistant works under direct supervision of the AIS PREP Program Director. The AIS PREP Administrative Assistant plays a key role in the collaboration and communication of the AIS PREP Program, it's staff and community partners.

Duties & Responsibilities:

- Communicates and attends meetings with external partners regarding program logistics, as directed by AIS PREP Program Director.
- Maintains departmental responsibilities (schedule meetings, send emails, make phone call, etc.) on behalf of Program Director.
- Assists AIS PREP Program Site Coordinators and Director in the ordering of supplies and consumables that follow AIS PREP policies and procedures.
- Supports relationships AIS PREP Program has with partner organizations.
- Assists and attends the AIS PREP summer celebration.
- Assists and attends all AIS Events.
- All other duties as assigned by the AIS PREP Program Director and/or Executive Director.

Knowledge, Skills and Abilities:

- Knowledge and respect of Native American/Alaska Native cultures and peoples.
- Community organizing skills serving American Indian reservation communities/families.
- Extremely organized, reliable, punctual, accurate, and detailed oriented.
- Honest, good judgement, respect, and discretion in communication with constituents and stakeholder at all levels.
- High level of computer literacy skills, including MS Office Suite and Google docs.
- Excellent written and oral communication skills.

- Familiarity with issues relevant to American Indian/Alaska Native communities.
- Ability to conduct outreach to current and prospective Native American community partners.
- Ability to work independently as well as part of a team.
- Ability to meet deadlines and ensure completion of projects on schedule.
- Ability to travel and work evenings and weekends, if needed.
- Ability to work with members of the educational community at all levels.

Required Qualifications:

- Associates degree preferred, in related field;
- OR 2 cumulative years of administrative assistant experience.
- Valid Driver's License.

Note: All positions at the American Indian Services (AIS) support a safe, healthy and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

Employee Signature

Date

Printed Name