



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

[www.sittingbull.edu](http://www.sittingbull.edu)

701.854.8000

## EMPLOYMENT OPPORTUNITIES

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**Closing Date:** Until Filled  
**POSITION:** Administrative Assistant  
Standing Rock Vocational Rehabilitation  
**LOCATION:** Sitting Bull College, Fort Yates, ND  
**SALARY:** Administrative Level II  
(\$35,200-\$43,200)  
**SUPERVISION:** Standing Rock Vocational Rehabilitation Director

### SUMMARY OF WORK:

Responsible for serving as administrative assistant to the Standing Rock Vocational Rehabilitation (SRVR) Program. Works with VR Counselors and Director of the program to ensure timely application process into the program. Assist VR Staff in attaining proper documentation for eligibility determination.

### DUTIES AND RESPONSIBILITIES:

1. Receives and provides friendly customer service to visitors, applicants, consumers and students to the VR Program. Keeps a sign in sheet.
2. Receives initial application of all applicants in a timely manner consistent with the VR/ACT.
3. Assists VR Staff in obtaining medical documentation, psychological evaluations, educational records, and any other pertinent records for determination of eligibility.
4. Forwards application to SRVR Director when application is complete.
5. Establish and maintain filing system for program regarding each activity, grant application, correspondence, reports, consumer's files, etc.
6. Responsible for ordering supplies for SRVR office
7. Responsible for maintaining accurate cuff accounts of program expenditures.
8. Process all program check requests and purchase orders in a timely manner.
9. Types all correspondence, reports, staff meetings etc. for program staff.
10. Takes and transcribes minutes of meetings as directed by supervisor, maintains appropriate file for minutes.
11. Sort mail and route to appropriate individuals.
12. Takes phone calls/messages.
13. Keep the director of program fully informed of progress, problems encountered, readily gives suggestions, solutions, and possible means of improvement
14. Engages in public relations to increase public awareness of SRVR
15. Seeks means of self-improvement and helps identify personnel training needs, participate in all training deemed necessary by the director
16. Attend all scheduled college functions and meetings as required
17. Must be able to communicate effectively with others
18. Serve on college committees as appointed
19. Promote and participate in student and community activities, i.e. clubs, AIHEC, cultural events, volunteerism

- 20. Promote and recruit students for Sitting Bull College
- 21. Other duties and responsibilities as assigned by the VR Director.

**QUALIFICATIONS:**

- 1. Bachelor's degree preferred in Business Administration, Human Services or related fields, Associate's degree accepted with 5 years experience in related field.
- 2. Experience working with persons from a variety of social, cultural, economic and educational backgrounds.
- 3. Excellent communication and organizational skills are necessary.
- 4. Computer knowledge and cuff accounts essential.

Revised 10/21/2024  
Revised 10/24

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**New hires are subject to Federal, State, Tribal background checks and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA \* EEO \* M \* F \* V Employer**

**Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:**

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

**Any applicant not having the above documents enclosed will not be considered.**