



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

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Closing Date: **Until Filled**
POSITION TITLE: Transit Executive Assistant
LOCATION: Sitting Bull College
 Fort Yates, ND
SALARY: Support Staff (Non-Exempt)
 (\$34,800- \$40,800)
SUPERVISION: Transit Director

SUMMARY OF WORK:

Responsible for serving as overall administrative assistant to the Transit Director; performs highly responsible duties requiring a latitude of independent judgement and ability to coordinate varied activities. Act as a liaison between Standing Rock Public Transit and stakeholders. Must have strong communication and data entry skills.

DUTIES AND RESPONSIBILITIES:

1. Performs varied office administrative tasks relieving the Transit Director of important details; providing detailed responses to passengers and the community regarding the Transit Program and its activities.
2. Assist the Transit Director with:
 - a. Development and submission of financial reimbursements.
 - b. Research and preparation of grant proposals.
 - c. Development and submission of National Transit Database (NTD) statistical information, Disadvantaged Business Enterprise (DBE), ADA and Title VI program updates and other FTA-related reports.
 - d. Promotion of the transit program activities, including reporting, website development, schedules, brochures, etc.
 - e. Development and updates of plans, policies and procedures.
3. Perform various office administrative tasks which include:
 - a. Writing correspondence, sometimes independently.
 - b. Assisting Operations Manager with credit card purchases, ticket sales, travel arrangements and other duties.
 - c. Performs photocopying, filing, typing, archival coordination, etc. as necessary; also receives money, writes receipts, retrieves documents, prepares legal notices, etc.
4. Maintain an accurate inventory of records including driver's logs, vehicle inspections, vehicle and facility maintenance records, trainings, and inventories through various software programs and excel spreadsheets.
5. Assists in the development and implementation of the Standing Rock Public Transit Human Services Coordination Plan.

- a. Takes and transcribes public hearing and advisory committee minutes; assists in preparation of agendas, sending out meeting notices, compiles materials in preparation of meeting and conducts follow up action independently.
- 6. Attend Local, State and National transit meetings and conferences as directed.
- 7. Provide backup dispatch in the absence of the dispatcher/scheduler.
- 8. Maintain privacy and confidentiality of the Transit passengers in all aspects of services, including medical records.
- 9. Completes special tasks and projects as assigned.
- 10. Serve on Sitting Bull College committee as appointed.
- 11. Promote and participate in student and community activities (i.e. clubs, AIHEC, cultural events).
- 12. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

- 1. Bachelor of Science Degree in Business required.
- 2. Computer proficiency is mandatory
- 3. Strong organization and decision making skills.
- 4. Must possess good interpersonal skills with co-workers and the public.
- 5. Ability to multitask effectively.
- 6. Demonstrate good writing and verbal communication skills.
- 7. Ability to perform repetitive tasks with a high degree of accuracy.
- 8. Comfortable working independently with minimal supervision.

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 * B 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