



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Closed
POSITION: Administrative Assistant
Standing Rock Vocational Rehabilitation
LOCATION: Sitting Bull College, Fort Yates, ND
SALARY: Administrative Level II
(\$32,400-\$36,200)
SUPERVISION: Director, SRVR

SUMMARY OF WORK:

Responsible for serving as administrative assistant to the Vocational Rehabilitation (VR) 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. Provide friendly, helpful customer service to visitors, consumers and students
2. Receives initial application of all consumers in a timely manner consistent with the VR/ACT
3. Forwards application to appropriate counselor.
4. Assists VR Staff in obtaining medical documentation, psychological evaluations, educational records, and any other pertinent records for determination of eligibility.
5. Assists VR staff in determining eligibility of applicant.
6. Establish and maintain filing system for program regarding each activity, grant application, correspondence, reports, consumer's files, etc.
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, etc. for program staff.
10. Receives visitors, applicants and clients to the VR Program.
11. Takes and transcribes minutes of meetings as directed by supervisor, maintains appropriate file for minutes.
12. Sort mail and route to appropriate individuals.
13. Takes phone calls/messages.
14. Keep the director of program fully informed of progress, problems encountered, readily gives suggestions, solutions, and possible means of improvement
15. Engages in public relations to increase public awareness of SRVR
16. Seeks means of self improvement and helps identify personnel training needs, participate in all training deemed necessary by the director
17. Attend all scheduled college functions and meetings as required
18. Must be able to communicate effectively with others
19. Serve on college committees as appointed

20. Promote and participate in student and community activities, i.e. clubs, AIHEC, cultural events, volunteerism
21. Promote and recruit students for Sitting Bull College
22. 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 essential.

New hires are subject to Federal, State, Tribal background checks and pre-employment drug/alcohol testing. 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