



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

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

701.854.8000

## EMPLOYMENT OPPORTUNITIES

.....

**Closing Date:** **Until Filled**  
**POSITION TITLE:** Agriculture Division Administrative Assistant  
**LOCATION:** Sitting Bull College  
Fort Yates, ND  
**SALARY:** Administrative, Level II  
(\$35,200-\$43,200)  
**SUPERVISION:** Director, Agriculture Division  
**SUMMARY OF WORK:**

Responsible for serving as Administrative Assistant under the direction of the Agriculture Division Director. Perform highly responsible duties requiring latitude of independent judgment with a minimum level of supervision.

### **DUTIES AND RESPONSIBILITIES:**

1. Performs various office administrative tasks such as preparation of correspondence, reports, and a variety of materials for reproduction.
2. Provides detailed responses to inquiries about Programming and acts as receptionist in greeting and helping office visitors.
3. Maintains schedules and appointments for supervisor and staff.
4. Prepare travel arrangements for supervisor, staff and faculty.
5. Prepares and distributes programming advertisements.
6. Prepares correspondence, reports and a variety of materials for reproduction and/or distribution, including the semester class schedule.
7. Prepare and maintain room schedules for the Ag. Center.
8. Take, compile, and distribute to supervisor in a timely manner, minutes for meetings as directed by supervisor.
9. Answers phone and take messages.
10. Prepares purchase requisitions, check requests, and travel authorization for programs under the Ag. Division.
11. Distribute mail for the Ag. Center.
12. Performs other administrative and secretarial duties as assigned by supervisor.
13. Must communicate effectively with others.
14. Provide friendly, helpful customer service to students, clients and visitors.
15. Attend all scheduled college functions and meetings as required.
16. Serve on college committees as appointed.
17. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events.)
18. Promote and recruit students for Sitting Bull College.

**QUALIFICATIONS:**

1. Bachelors in business preferred with an Associate's degree required.
2. Three or more of experience required.
3. Computer knowledge is essential.
4. Must possess the ability to proofread.
5. Good organizational skills.
6. Knowledge of accounting and budgeting procedures.
7. Knowledge of grant application process.

\*\*\*\*\*

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

**Please submit: Completed Standing Rock Public Transportation application, official transcripts (please white out birth date and social security number), 3 current reference letters (1 from immediate supervisor), Certificate of Indian blood (please white out photo, birth date, social security number), and Veterans Status 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.**