



'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT
JOB TITLE: Office Assistant III

OPEN: November 18, 2019

EXEMPT: No

SALARY: \$14.35 to \$16.07 per hour DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full Time

CLOSES: November 25, 2019

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: K-12 Admin Mgr

VACANCIES: 1

JOB SUMMARY: Assist all K-12 school administrative staff with the daily operations of the Lummi Nation School to assure that the students, parents and staff needs are met in a confidential, safe and efficient manner. Responsible for a variety of tasks related to the administrative functions associated with the operation of school's K-12 program

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Practice great customer service skills at all times by greeting and assisting all students, staff and visitors in a courteous manner that is conducive to a positive school climate.
2. Ensure the LNS K-12 office is running efficiently and effectively by demonstrating excellent organization, communication and record keeping skills.
3. Work closely with LNS admin staff, teachers, counselors, etc. to collect/compile and maintain information pertaining to LNS K-12 activities such as assemblies, fieldtrips, games, Family fun nights, etc. Including a monthly information calendar to keep students, parents and community up to date of all LNS activities.
4. Answer/direct all incoming phone calls records and distributes messages as needed all in a professional, timely, and courteous manner.
5. Create and or respond to correspondence as needed seeing distribution and delivery is done correctly for program compliance and accountability as determined by audits and grant regulations
6. Type/create flyers, memos, notifications and distributes to students, staff, parents and community as needed.
7. Assist K-12 Administrative staff with daily functions by retrieving information upon request, filing, Xeroxing, and scanning of documents while maintaining an organized filing and storage system.
8. Contact parents or other organizations/programs regarding school functions, student attendance, student records and any other necessary information per the K-12 office staff needs.
9. Retrieve mail daily, opens & answers mail as needed, distributes using best judgment ensuring time sensitive or confidential mail is being delivered in a timely manner for LIBC AP process and procedure or BIE grant compliance while maintaining a daily mail log.
10. Work closely with Attendance/Data manager to run daily attendance reports, verifies with parents via phone call if their students absence is excused or unexcused and records via call log for program compliance and accountability as determined by audits and grant regulations.
11. Keep office clean and presentable including front desk, waiting area, and copy/mail room, keeps Xerox machine stocked with paper daily.

12. Work closely with the LNS registrar and Attendance/Data Manager with daily functions as assigned; ensure registration packets are complete, sign in/sign out sheets are correct, etc.
13. Utilize the LNS data base systems to input and collect information as necessary/required/directed by K-12 office staff
14. Enter data collection and/or data entry into computer systems as directed.
15. Attend trainings pertinent to job duties & responsibilities.
16. Cross train with other administrative support staff to gain professional knowledge and expertise in regard to each support staff's specific area
17. Cover and perform duties of Administrative assistant(s) when needed including time sheets, AP/AR process and procedure, invoicing, work orders, budgets, data analysis, contracts, or any other funding related requirements for department functions and any other duties as assigned by administrative team.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1 year Post Secondary higher education, *preferred*
- Associates Arts & Science degree, Direct Transfer Degree; *preferred*
- 1 year experience as an office assistant with general office knowledge of office functions (i.e. organizing, prioritizing, creating correspondence, Xeroxing, filing, etc.) *preferred*
- 6 months' work experience using computers; proficiency using word Microsoft Office programs
- 1 year of full time experience working within the Lummi Community
- 2 years of experience working in an educational setting, *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to maintain confidentiality.
- Ability to work independently and be resourceful.
- Ambition and initiative to continuously improve.
- Excellent telephone etiquette and customer service skills.
- Ability to multi-task in a fast pace working environment.
- Experience keeping accurate and complete records for reporting purposes (creating and maintaining files)
- Experience with student information systems and/or data base systems; ability to extract and maintain
- Ability to translate, enforce and ensure compliance with school policies and procedures
- Ability to coordinate projects and multiple assignments simultaneously.
- Ability to use complex problem-solving skills to creatively and successfully solve problems
- Possess interpersonal and time management skills
- Possess relevant and effective communication; both verbal and written
- Ability to accurately and completely enter data and creates reports and summaries.
- Concern/awareness of children's issues in the Lummi community and ensuring they have a safe, clean and healthy environment; follow the reporting process when necessary/required
- Experience creating and maintaining organized files.
- Experience with data base and information systems; preferred

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Salary depends on qualifications.
- 90 Day Probationary Evaluation Period Applies.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.