



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Administrative Assistant - CTE

Position Title: Administrative Assistant - CTE
Contract Term: Present through August 2024
Accountable To: CTE Director
Salary: \$16.18 – \$17.57/hr

Summary of Position: The purpose of this position is to perform highly responsible duties for the Career & Technical Education Director. Handles all work schedules, project coordination experience and ability to work with all levels of internal management, faculty, staff, students and the general public. Maintain record keeping, keep up to date with all TMCC policies and procedures. This position requires a strong working knowledge of computer systems.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties that must be done in a timely manner. Must be attentive to detail within the assigned duties, have good professional working relations with TMCC personnel. Maintains confidentiality of sensitive information.

Personal Contacts: Works with supervisor, TMCC employees, students and the general public.

Supervision Required: This position is supervised overall by the CTE Director.

RESPONSIBILITIES:

- Responsible for the overall efficient office administration
- Strong networking and communication skills; ensures confidentiality
- Coordinates and implements office services such as purchasing, records control, projects, budget operations, marketing materials
- Schedule and prepare meeting agendas, and records, compiles, transcribes and distributes meeting minutes
- Locates and compiles information; creates reports, graphs and tables using information and formats other sources of information
- Coordinates preparation of reports
- Assists in obtaining information for budgeting
- Maintains information relating to grant rewards and correspondence
- Compiles and organizes all relevant faculty data
- Picks up and delivers materials as required
- Answers telephone, screens callers, relays messages, and greets visitors
- Opens, sorts and screens mail
- Operates office equipment such as photocopier, fax machine, and calculator
- Coordinates the servicing of equipment



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- Operates a computer to access e-mail, electronic calendars, and other basic office support software
- Establishes a filing system that is comprehensive and up-to-date
- Experience in Microsoft Office Suite.
- Completes various request forms for office supplies and equipment as directed
- Performs other position related duties as assigned.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge in data collection, data input, spreadsheets, etc. Knowledge of filing systems and basic office operations, including internet, email, word processing programs is also required. Serves on institutional committees as assigned.

Skills: This position requires well-developed communication and organizational skills and the interpersonal relations skills appropriate to regular and intensive interaction with students and public. Must possess good customer service skills, be able to listen without being judgmental, perform multiple tasks, and operate all types of technology. This position will assist in the continuous recruitment and retention of TMCC students.

Abilities: Able to sit for long periods of time and lift up to 20 pounds occasionally. Must be able to communicate effectively and positively promote the college mission and programming. Will require frequent interaction and working effectively with college staff and faculty. Must be able to recognize situations and provide assistance, make sound decisions or refer to someone for assistance.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Associate Degree in Administrative Assistant or related field.

Preferred Qualifications:

- 2 years' work experience in an office setting preferred.

Written: 11/21