Position Title: Project Assistant – TCEP (Tribal College Extension Program)
Contract Term: Present through August 2026 (grant funded)
Accountable To: Extension Director
Salary: $18.95 - $20.58

Summary of Position: The purpose of this position is to assist the USDA Extension Director in executing operational and administrative tasks. The position requires a strong working knowledge of computer systems, strong independent work ethic, and effective communication skills. Requirements also include organizing project schedules, preparing project reports, managing equipment, assisting in marketing for TMCC Anishinabe campus, and preparing workshops for TMCC and the general public.

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 will 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 by the FRTEP/Extension Director.

RESPONSIBILITIES:

- Assists in the development and implementation of program activities to further the effectiveness of the program
- Work directly with training and trainers
- Attends meetings as required, including USDA/NIFA annual meetings and conferences
- Assists in establishing and monitoring record keeping systems necessary to document the activities of the project and staff
- 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
- Assists in locating and compiling information; creates reports, graphs and tables using information and formats other sources of information
- Assists in obtaining information for budgeting
- Picks up and delivers materials as required
- Answers telephone, screens callers, relays messages, and greets visitors
- Coordinates the servicing of equipment
- Establishes a filing system that is comprehensive and up-to-date
- Serves on institutional committees as assigned.
Performs other position related duties as assigned.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge in data collection, data input, spreadsheets, etc. Experience working in Microsoft Office Suite is helpful.

**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.

**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. 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.
- Minimum of 2 years’ working experience in an agricultural related field.

**Preferred Qualifications:**

- Bachelor’s Degree in an agriculture related field.
- Familiarity with the National Institute of Food and Agriculture (NIFA), the United States Department of Agriculture (USDA), and the 1994 Land Grant status act for tribal colleges.

Written: 10/22