TURTLE MOUNTAIN COLLEGE

10145 BIA Rd 7, PO Box 340 Belcourt, ND 58316 | (701) 369-6060 | tm.edu

Administrative Assistant TED

Position Title: **Administrative Assistant Teacher Ed (TED)**
Contract Term: **12-month position**
Accountable To: **TED Director**
Salary: **$20.49 - $22.25/hr**

Summary of Position: To provide clerical and data management support services for the Teacher Education Department (TED) through the use of a computerized administrative database and information system. This includes maintaining and distributing tracking reports, student data and other communications, as well as assisting in accreditation and grant reporting processes.

JOB CHARACTERISTICS:

Nature of Work: Will perform administrative duties for the Teacher Education department. This position performs duties that must be done in a timely manner. Must be attentive to detail. Maintains confidentiality of sensitive information.

Personal Contacts: Daily contact with students, the public and co-workers via phone, email and in-person interactions.

Supervision Received: This position is supervised by the TED Director.

RESPONSIBILITIES:

- Responsible for the overall efficient office administration.
- Maintain accurate and confidential records of current and former students, including Praxis I and Praxis II exam data.
- Compile and manage the Teacher Education admissions and selection database.
- Oversee the day-to-day management of the department's data tracking systems.
- Coordinate and implement project services and operations as directed by the TED Director.
- Locate, compile and format information into reports, graphs, tables and other visual data presentations.
- Update and communicate program information and student data to relevant stakeholders.
- Assist students with program applications, documentation and progress tracking.
- Maintain a department calendar, scheduling meetings and appointments.
- Prepare and submit tracking, accreditation and grant-related data reports as directed.
- Assist in the accreditation process by gathering, verifying and organizing key evidence and documentation.
- Attend state and national committee meetings when necessary (e.g., NDACTE and OIE).
- Maintain accurate digital and physical filing systems, retrieving materials efficiently as needed.
- Pick up and deliver materials as required.
- Maintain confidentiality and adhere to institutional policies and FERPA standards.
- Ensure that all information requirements of the department and grants are accurately incorporated into the database systems.
- Maintain and up to date repository of all program participants, graduates and assessment results.
- Plan and prioritize workload to ensure all reporting, tracking and submission deadlines are met.

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- Collaborate with faculty, administrators and staff to ensure program objectives and compliance requirements are met.
- Prepare and track department purchase requisitions for TED director and faculty.
- Performs other position related duties as required.

JOB REQUIREMENTS:
Knowledge: Knowledge of policies, office procedures and office equipment.

Skills: Strong oral and written communication skills. Organizational skills including filing and ability to multi-task. Operate a computer to access email, electronic calendars and office software (Word, Excel, PowerPoint, Access, etc.).

Abilities: Able to sit for long periods of time and lift up to 20 lbs. occasionally. Able to work independently and foster a cooperative work environment. Maintains confidential information. Maintenance and accuracy of all data tracking systems. May work extended hours when special projects require.

Physical Demands:

REQUIRED QUALIFICATIONS:

- Associate degree in Administrative Assistant or related field.
- Experience in data collection, data input and spreadsheets.
- Working knowledge and experience with Google and Microsoft 365 applications.

PREFERRED QUALIFICATIONS:

- 2 years work experience in an office setting.

Revised: 9/13, 10/25, 11/26