



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
karenj@spiritlakenation.com

<b>Job Title:</b>	Child Care Administrative Assistant	<b>Open Date:</b>	June 5, 2019
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<b>SLT Program:</b>	Employment & Training
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**Position Objective: This position is responsible for greeting children and families, managing telephone calls, maintaining administrative documents and files, maintaining strict confidentiality regarding family and staff information, supply ordering, among other various administrative tasks. Additionally, the Administrative Assistant will support our early childhood classrooms on an as needed basis.**

### Major Duties & Responsibilities

- Welcomes children, families and visitors in person or on the telephone, in a warm friendly manner.
- Answers or refers inquires and directs visitors. Maintains security by following center procedures.
- Supports classrooms, as needed. This may include stepping into the classroom to support required teacher-child ratios.
- Develops a system for auditing center files, maintains organization and systems for keeping administrative paperwork.
- Ensures that all required paperwork is completed timely and accurately including applications, terminations, new enrollment registrations, setting up new accounts, recording daily attendance and enrollment roster.
- Maintaining neat, organized and updated files on each child in accordance with licensing requirements.
- Prepares and submits all monthly claims to parents on the last working day of every month.
- Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages.
- Transmit information or documents to customers, using computer, mail, or fax machine.
- Schedule appointments, and maintain and update appointment calendars.
- Provide information about the Employment and Training Child Care Center and the available services.
- Open, sort, and distribute incoming correspondence, including faxes.
- Perform general office duties such as ordering supplies, maintaining records management systems.
- Keep all personnel records up-to-date for all child care center employees, include time sheets, leave slips, accumulated and used leave, evaluation forms, and other information needed to maintain up-to-date personnel files.
- Arrange meetings, and attend staff and general meetings as assigned.
- Will perform other assigned duties and will be responsible for assisting the Child Care Center Manager in the day-to-day operation of the child care center in compliance with Spirit Lake Licensing Center Standards.

**Qualifications:****Qualifications, Experience and education required:**

- Associate of Arts or Associate of Science Degree
- Incumbent is required to have working knowledge of office practices and procedures.
- Skills in the operation and care of general office equipment.
- Ability to establish and maintain files, type at least 40 wpm with accuracy.
- Skill in writing routine letters, memorandums and narrative reports on personal computer.

<b>Job Role:</b>	Administrative Assistant	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>		<b>Closing Date:</b>	<b>June 19, 2019</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Will work directly under the Supervision of the Employment & Training Child Care Manager.
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	None
<b>Number of Vacancies:</b>	One	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

**Application Procedure**

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.