

ILISAGVIK COLLEGE
-INTERNAL/EXTERNAL JOB ANNOUNCEMENT -

Posting Date: September 26, 2016

Closing Date: September 30, 2016

POSITION: Administrative Assistant
LOCATION: Barrow, Alaska
REPORTS TO: Dean of Academic Affairs
WORK SCHEDULE: Monday through Friday. 8:30a.m. to 5:00p.m.
COMPENSATION: \$29.70 DOE + Benefits Non-Exempt Position

JOB DESCRIPTION: Performs a variety of administrative tasks including general administrative support to academic faculty, Adult Basic Education division and Academic Affairs; Provides administrative support to data collection for various reports, to include the annual Institutional Research Report; Schedules appointments, meetings and prepares travel authorizations academic faculty and ABE division; Provides academic program (ABE) assistance in recruiting efforts, including contact with students and potential students (in person, by phone or email); Facilitate communications between students, faculty, and other departments; Processes supply orders for academic faculty and ABE manager (books, furniture, office supplies, etc); Reviews mail and correspondence into and out of department; Maintains a high level of confidentiality with records and information; Prepares correspondence and reports as assigned; Displays appropriate phone etiquette and customer services skills; Assists ABE manager with data entry and upkeep; Provide administrative support to accreditation requirements (i.e. course portfolios, program assessment, student surveys, etc.); and performs other duties as assigned.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): High school graduate or equivalent; Minimum three years demonstrated administrative work experience; Minimum one year experience in customer service; Strong oral, written, and interpersonal communication skills; Demonstrated PC skills in word processing, spreadsheets, and database application; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Associate's degree or equivalent; Knowledge of PowerPoint, Excel, and Word; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-