

ILISAGVIK COLLEGE
- EXTERNAL JOB ANNOUNCEMENT -
Posting Date: February 13, 2015
Closing Date: Until Filled

POSITION: Administrative Specialist
LOCATION: Barrow, Alaska
REPORTS TO: Executive Assistant/Board Secretary
WORK SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.
COMPENSATION: \$25.66 Hourly DOE+ Benefits [Non-Exempt Position]

JOB DESCRIPTION: Performs a variety of administrative tasks, including general administrative support to the President and Executive Assistant / Board Secretary; Performs a variety of Microsoft Office functions; Manages and prepares paperwork to include travel requests, mail, purchase orders, authorizations, leave requests, inter-departmental requests, budget reports, correspondence and departmental expenditures; Assists with the communication between the President's Office, other departments, North Slope Borough, businesses and community organizations; Reviews and schedules appointments, meetings, room scheduling needs and travel arrangements; Demonstrates appropriate phone etiquette and customer service skills; Coordinates department supply orders, maintains inventory and processes related paperwork; Maintains a high level of confidentiality with all departmental records and information; Covers at the front desk reception position, as needed; May need to work outside of normally scheduled business hours on occasion; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Performs other duties as assigned.

REQUIREMENTS: High school graduate or equivalent; Minimum three years of professional office assistant work experience in a professional work environment; Demonstrated proficiencies in: Microsoft Office productivity software; Oral, written, and interpersonal communication skills; Working with limited supervision; Attention to detail capabilities; Organizational and time-management skills; Independently following workflow processes from start to completion; Ability to adjust to shifting deadlines and priorities; Ability to work on multiple projects at the same time; Ability to interact effectively in a multicultural environment; Excellent customer service (with internal and external customers); Demonstrated stable employment history; Valid Driver's License; and Ability to pass a pre-employment background check.

PREFERRED: Associate's degree; Ability to speak and write some Iñupiaq; Four years of professional administrative work experience; 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; Ability to interpret and represent College actions and Western institutions to the NSB community.

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]

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