

**ILISAĠVIK COLLEGE**  
**- EXTERNAL JOB ANNOUNCEMENT -**

**Posting Date: April 1, 2015**

**Closing Date: Until Filled**

**POSITION:** Assistant to Dean of Academic Affairs  
**LOCATION:** Barrow, Alaska  
**REPORTS TO:** Dean of Academic Affairs  
**WORK SCHEDULE:** Monday through Friday, 8:30 a.m. to 5:00 p.m.  
**COMPENSATION:** \$63,849/DOE + Benefits [Exempt Position]

**JOB DESCRIPTION:** Provides administrative support for the Dean of Academic Affairs, including filing, phone calls, correspondence, mail, and supply maintenance; Coordinates general communication and maintains all department records; Develops and provides reports, publications, and research, as requested; Maintains annual Assessment files; Manages and maintains records for accreditation review as required for accreditation to include student evaluation forms, regular and Adjunct faculty files, course outlines and syllabi for all past and present Iḷisaġvik courses offered; Assists in preparation and filing of documents with state, federal, and local governmental agencies in accordance with regulatory requirements, including grants, contracts, compacts, MOAs and other documents; Coordinates the development of the annual College catalog and semester schedules; Coordinates division purchases; Assists in travel and coordinates division's travel requests; Assists the Dean in the review all division timesheets, personnel requisitions, and personnel action forms; Reviews all Iḷisaġvik College forms and paper flow to ensure accuracy, efficiency and usability (easy to understand, complete and are visually appealing and attractive); Provides administrative support for College consultants, including budget, accreditation, and institutional assessment; Coordinates administrative matters, including policies, procedures, budget and instructional support; Schedules and attends meetings and maintains current reports/minutes of organizational meetings; Assists in the development and facilitation of community, large and small group presentations; Fosters a smoothly functioning, efficient organization through timely and effective problem resolution; Serves as division liaison for other College departments and general public; Supervises other support staff, as assigned; Facilitate special projects as needed to include event planning and coordination; Assists the Dean in the preparation of annual budget and monitors weekly/monthly budget; Provides workshop and course fee schedules and other quotes for Instructional delivery; and Coordinates instructional purchases.

**REQUIRED:** Associates degree in business, management, office technology, administration or related; Five years demonstrated administrative office experience; One year demonstrated budget experience; Demonstrated computer skills in word processing, spreadsheets, databases, and internet research; Ability to simultaneously handle multiple projects and meet changing priorities and deadlines; Ability to perform with minimal supervision; Ability to make sound administrative decisions without supervisory input as needed; Strong oral, written, and interpersonal communication skills; Ability to interact effectively in a multicultural environment; Ability to maintain confidentiality; valid driver's license and Ability to pass a pre-employment background check.

**PREFERRED:** Bachelor's degree or equivalent; Demonstrated supervisory experience, Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iḷupiat culture, language, values, and traditions; ability to interpret and represent College actions and Western institutions to the NSB community.

**SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:**

**ILISAĠVIK 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](mailto:jobs@ilisagvik.edu) ]

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