

ILISAGVIK COLLEGE
- EXTERNAL JOB ANNOUNCEMENT -

Posting Date: March 11, 2015

Closing Date: Until Filled

POSITION: Assistant to the CAO
LOCATION: Barrow, Alaska
REPORTS TO: Chief Administrative Officer
WORK SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.
COMPENSATION: \$63,849/DOE + Benefits [Exempt Position]

JOB DESCRIPTION: Responsible for management of the divisions of the bookstore, reception, central supply, and assistant to the Chief Administrative Officer; Manages the acquisition of items and for the bookstore; Maintains vendor database with contact information and vendor reliability notes; Facilities cash, check, credit card, financial aid, internal documentation for books store and submits it to the Business Office on a regular basis; Maintains a supply of Ilisagvik-logo clothing, general reading books and items that promote the College to both community members and visitors; Manages the college reception desk; Coordinates College-wide central supply orders, maintains inventory, and assures orderly storage of items; Maintains a high level of confidentiality with records and information; Develops and provides correspondence and reports as needed; Provides a variety of administrative tasks and support to the CAO's office including filing, phone calls, correspondence, mail and supply maintenance; Coordinates, attends and prepare minutes for meetings; Coordinates general communication and maintains departmental records; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Supervises other support staff, as assigned; Serves as division liaison for other College departments and general public; May be called upon to facilitate special projects to include event planning and coordination; Performs other duties as assigned.

REQUIREMENTS: Associate's degree in business management, office technology, administration or related field; Demonstrated PC skills, including Word and Excel; One year of demonstrated budget experience; Three years of professional administrative experience; Ability to simultaneously handle multiple projects and meet changing priorities and deadlines; Ability to perform with minimal supervision; Strong interpersonal and organizational skills; Ability to pass pre-employment background check; Demonstrated ability to interact effectively in a multicultural environment; Ability to travel periodically; Valid driver's license.

PREFERRED: Bachelor's degree; Five years of professional administrative work experience; Demonstrated knowledge in one or more of the following areas: post-secondary educational systems, 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 the ability to interpret and represent College actions and Western institution 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]

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