

**ILISAGVIK COLLEGE**  
**-EXTERNAL JOB ANNOUNCEMENT -**  
**Posting Date: August 22, 2016**  
**Closing Date: Until Filled**

**POSITION:** Administrative Specialist  
**LOCATION:** Barrow, Alaska  
**REPORTS TO:** Assistant to the Dean of Academic Affairs, Institutional Research Specialist  
**WORK SCHEDULE:** Monday through Friday. 8:30a.m. to 5:00p.m.  
**COMPENSATION:** \$25.65 DOE + Benefits Non-Exempt Position

**JOB DESCRIPTION:** Greets callers and visitors, provides general College information, receives faxes, relays messages, and informs appropriate individuals of visitor arrivals; Maintains guest register and issues visitor badges; Cleans and keeps tidy the lobby of the College; Makes coffee and assures the coffee area is well stocked and clean; Screens calls and schedules appointments and meetings; Assists with the distribution of letters and parcels; Maintains College phone directory, periodically distributes it to all employees; Maintains a high level of confidentiality with records and information; Prepares correspondence and reports; Provides general administrative and project support for President's Office and Academic Affairs; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Assist with functions of the bookstore; Performs other duties as assigned.

**REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING):** High school graduate or equivalent; Demonstrated PC skills, including Word and Excel; Minimum one year administrative experience; Ability to complete and pass a pre-employment background check; and valid driver's license.

**PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Associate's Degree or equivalent; •Demonstrated quick book 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.

**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](mailto:jobs@ilisagvik.edu)]  
-Iisagvik College is a Drug Free Work Place and Equal Opportunity Employer-