

**ILISAGVIK COLLEGE**  
**-EXTERNAL JOB ANNOUNCEMENT -**  
**Posting Date: April 18, 2016**  
**Closing Date: Until Filled**

**POSITION:** Executive Assistant/Board Secretary  
**LOCATION:** Barrow, Alaska  
**REPORTS TO:** President  
**WORK SCHEDULE:** Monday through Friday. 8:30a.m. to 5:00p.m.  
**COMPENSATION:** \$67,041 + Benefits (Exempt Position)

**JOB DESCRIPTION:** Performs all administrative tasks in support to the President, the College Board of Trustees, and manages the President's office support staff when applicable; Responsible for all travel arrangements for the President, the President's Office, the Board of Trustees, and others as requested; Maintains and monitors status of Memoranda of Agreement/Understanding, Board policies, Board resolutions, NSB Ordinances and College handbooks; Prepares correspondence and reports, screens calls, reviews mail and schedules appointments/meetings for the President's Office and Board of Trustees; Coordinates communication between the President's office, Northwest Commission on Colleges and Universities, American Indian Higher Education Consortium, Bureau of Indian Affairs, other departments, the community, region, state and federal entities; Drafts agenda, collects reports, arranges meeting, contacts members, prepares packets, orders refreshments and transcribes, composes and distributes minutes for the Cabinet and Board; Fills in for the receptionist as requested; Maintains a high level of confidentiality with records and information; Monitors the President's Office and Board Budgets; Is able to support the operations of the President's Office independently and with a great deal of leadership; Represents the President's office as requested by the President; Performs other duties as assigned; and complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances.

**REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Associate degree or equivalent; Minimum five years demonstrated successful professional work experience directly related to the above duties; Demonstrated professional supervisory experience; Excellent oral, written, and interpersonal communication skills, including excellent composition, editing, and proof-reading abilities; Demonstrated word processing, spreadsheet, PowerPoint, and Internet skills; Demonstrated ability to perform with minimal supervision; Demonstrated research skills, and the ability to interpret and evaluate complex documents; Demonstrated budget management skills; Demonstrated ability to effectively manage multiple responsibilities, shifting priorities, and meet strict deadlines; Demonstrated ability to interact effectively in a multicultural environment; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; Ability to pass a pre-employment background check.

**PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Bachelor's degree or equivalent; Demonstrated knowledge of Board operations and meetings; Demonstrated experience in conference planning and travel coordination; Demonstrated experience in a rural Alaskan environment; Valid driver's license; 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](mailto:jobs@ilisagvik.edu) ]  
-Iisagvik College is a Drug Free Work Place and Equal Opportunity Employer-