

Blackfeet Community College



Position Description

BCC Smart Money Administrative Assistant

Closing Date	September 6, 2017 @ 3:00 PM
Salary	\$22,547.20 to \$24,606.84 Depending on experience
Department	Blackfeet Community College Smart Money Administrative Assistant
Personnel Definition	Regular Full-Time
Term of Employment	26 pay periods (2 year grant)
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • BCC Smart Money Director • Business & Technology Division Chair • Vice President, Academic Affairs
Supervision Exercised	None
General Statement of Duties	Must be essentially a clerical and organizational professional, who can help keep an office or workplace running smoothly. Verbal and written communications; planning, organizing and implementing activities of the program; computer skills and a professional attitude is a must in this position.
Specific Area of Duties	<ul style="list-style-type: none"> • Primary responsibility in this position is to function as a liaison between students, staff, faculty, employees and community members. This role includes greeting people at a reception desk and directing them to the right party. It also involves answering phone calls and sometimes making them on behalf of the program. Assisting the BCCSM Director with planning, organizing and implementing personal money management seminars and workshops. • Written communication skills are also important as you may have to draft memos and send e-mails. • A primary role of this position is to keep the offices and the program organized. Work closely with the BCCSM Director and Business & Technology Division Chair and Faculty. • This responsibility includes keeping files, maintaining contact lists and keeping an effective calendar for the program. • Work side by side with the BCC Smart Money Director on planning, developing, organizing and implementing meetings and workshops. Represent the Director at any meetings that they cannot attend.

	<ul style="list-style-type: none"> • Complete purchase orders, payment vouchers and any and all financial papers as necessary to complete all goals and activities of the program. • Any other clerical or administrative assistant duties as assigned. • Contact and do all paperwork, purchase orders etc. for the director and participants of all personal money management seminars.
Qualifications	<ul style="list-style-type: none"> • AA Degree or Education plan and experience in working in this area, two years minimum.
Knowledge, Skills & Abilities Required	<p>Must have "advanced" computer skills such as E-mail and electronic filing systems, calendars, spreadsheets and document preparation tools are all commonly used by secretaries. Organizing, planning and implementing community events is a must. Any familiarity with software programs used in maintaining an office For example, experience with an electronic bookkeeping program, jenzabar, outlook, data collection etc.</p>
Complexity	<p>Must come with Professionalism and politeness meaning that you greet or interact with people in a pleasant, polite and respectful way, and that you also have the ability to send them to the right person or department in an efficient manner. In addition, professionalism means showing respect to colleagues and managers and completing work in an effective and timely way.</p>
Personal Contacts	<p>Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the BCC Smart Money.</p>
Physical Demands	<p>Work is performed in a normal office and classroom. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand of office work is applicable. Walking, standing, and sitting at desk are required. Some lifting will be required (i.e. books, equipment, and other miscellaneous materials).</p>
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> • Position Description • BCC Policies and Procedures Manual • BCC Catalog • All applicable tribal, federal and special policies, laws, rules and regulations as they apply.