

Blackfeet Community College



Position Description

USDA Extension Administrative Assistant

Closing Date	May 15, 2019 @ 3:00 PM
Salary	\$12.00 to \$15.00 Depending on experience
Department	USDA
Personnel Definition	Extension Administration Assistant (Classified Schedule F), Regular Full-Time
Term of Employment	12 months, 26 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • USDA Extension Agent • Director of Institutional Development • President
Supervision Exercised	one. Classified personnel do not supervise.
General Statement of Duties	The USDA Extension Administrative Assistant will work under the direction of the USDA Extension Director. The employee must be able to assist the director in planning, coordinating, & filing for USDA Extension Activities. Employee should have general understanding of BCC's procedures for travel coordination and processing, purchasing, & facility use processes. Working with a diverse cross section of the community, the employee will be required to demonstrate excellent community service. The employee will be expected to work with students in an outdoor environment and carry on basic garden & farm duties when necessary. A primary task will be organizing classes, assisting with outreach & coordination of gatherings and helping USDA Extension interns with scheduling, and their assigned projects.
Specific Area of Duties	<ul style="list-style-type: none"> • Responsible for maintaining an administrative filing system for the department. Keeping records of purchases, travel, contracts, events and calendars. . • Prepares paperwork that adheres to BCC Finance policies and procedures for purchasing, travel, contracts. • Maintains finance records, and requests expenditure reports as needed. • Serves as the recording secretary for any meetings concerning USDA Extension. Maintains meeting files for minutes, agenda's, & Sign in Sheets.

	<ul style="list-style-type: none"> • Maintains personnel records of contractual agreements and personal and ensures that all pertinent information is filed accordingly. Ensures confidentiality with the files and makes sure that all files are kept up-to-date. • Maintains student data filing system for tracking Intern project students. • Provide assistance to Blackfeet Community College in maintaining accreditation status with Northwest Association of Schools and Colleges. • Other duties necessary to the function of Blackfeet Community College.
Qualifications	<ul style="list-style-type: none"> • Associate of Arts degree in Business Management or related field required. Bachelor's degree preferred. • 3 years of experience in relevant area required.
Knowledge, Skills & Abilities Required	<ul style="list-style-type: none"> • Skill of a qualified typist to be knowledgeable of and able to operate personal computers. • Skill to operate office equipment necessary to the operation of the office. • Must possess excellent written and oral communications skills, utilizing public speaking skills, appropriate grammatical usage, etc. • Knowledge about correspondence, confidential and operational filing systems and have an appropriate workable system in place for the department. • Knowledge of Blackfeet Community College's operating procedures regarding academic, student services and the business office – financial matters. • Must possess planning, organization and implementation skills in as it pertains to scheduling, setting up meetings, etc. • Must possess personnel management skills. • Maintains confidentiality in all aspects of position. • Must be a self-starter and have the ability to weigh pertinent information.
Complexity	This position works with all departments within the college. Must have good people skills and be able to work under timelines.
Personal Contacts	The Administrative Assistant maintains direct contact with the Extension Agent. Maintains indirect contact with the Blackfeet Community College departments that deems necessary in the performance of the position
Physical Demands	Work is performed in a normal office environment. 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 is required Lifting will be required 50+lbs (Greenhouse, material, soil, etc.)
Guidelines	This position will be guided by: <ul style="list-style-type: none">• Position Description• Employee Contract• BCC Policies and Procedures Manual• BCC Catalog• All applicable tribal, federal and special policies, laws, rules and regulations as they apply.