



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Raymond Auginaush, Sr. DISTRICT II Eugene Sommers DISTRICT III Laura Erickson

Job Announcement

Position: Head Start Administrative Assistant I

Location: White Earth

Pay: \$20.00/hr.

Benefits: Full

Open: 11-18-24

Close: 11-29-24

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for all employees, visitors, and clients to the respective Classrooms/Departmental Offices, this initial contract includes greeting, assisting and providing direction and information as required. This position also supports clerical and administrative support to the department to ensure efficient options.

Position Outcomes:

- Greeting clients, visitors, and employees in a welcoming, professional manner, making them feel comfortable while they wait.
- Performs administrative and clerical support tasks.
- Performs basic filing and recordkeeping.
- Performs advanced level clerical duties.
- Performs Supervisory Responsibilities.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of the demographics, culture, history, lifestyles, and geography of the WERBC people and Native American people.
- Basic understanding and knowledge of administrative and clerical procedures and systems.
- Skilled in the operation of office equipment, including copiers, fax machines, and/or 10-key adding machines.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.
- Skilled in managing r time effectively and managing multiple tasks at any one time.

Qualifications:

- **High School Diploma or GED required; AA degree preferred.**
- **Minimum (2) years of administrative duties in a related position role.**
- **Must be able to pass a criminal background check and drug screening.**
- **Valid driver's license and insurance for travel between sites.**

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.
Background Checks performed.*