



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque

DISTRICT 1 Henry Fox District II Eugene Sommers District III Laura Erickson

White Earth Reservation Tribal Council Job Announcement

Position: Administrative Assistant 1 Scholarship Program
Location: Mahnomen
Pay: \$19.45

Benefits: Full

Open: 02-03-25
Close: Until filled
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified candidate who is responsible for providing the initial contact for all employees, visitors, and clients to be the respective WERBC Divisional/Departmental Offices. This initial contact includes greeting, assisting, and providing direction and information as required. This position also supports the clerical and administrative support the the department to ensure efficient operations.

Position Outcomes:

- Greet 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
- Provides Support to Students/Families.
- Performs other duties as assigned.

Knowledge, Skills and Abilities Required:

- Knowledge and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee.
- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- Basic understanding and knowledge of administrative and clerical procedures and systems.
- Skill to use office equipment including but not limited to personal computer, fax machine, laminating machine, binders, copy machine, printers.
- Proficient with Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Skills in assessing the needs of the individual and seeking ways to address those respective needs.

Qualifications Required:

- High School Diploma or GED, AA Degree Preferred.
- At least (2) years of administrative duties in a related position/role.
- Valid driver's license and insurance for travel between sites and other business-related destinations.

Mail Applications to: White Earth Reservation Business Committee
Attention: Personnel
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*

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 935-3488 | Fax (833)786-0724