

Wabanung Campus
770 N. Main St.
L'Anse, MI 49946
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Arts & Agricultural Center
15211 Pelkie Rd.
Pelkie, MI 49958
Phone: (906) 524-8400
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"Catch Your Dream Through a Superior Education"

Job Description

Position: Administrative Assistant

Department: Academic Affairs

Supervisor: Dean of Academic Affairs

Location: Wabanung Campus

Salary: Grade 10 (Min \$16.28)

SUMMARY:

Seeking an Administrative Assistant with outstanding people skills to assist the Academic Affairs Department.

QUALIFICATIONS:

- Associate degree preferred or a combination of education and experience working in an administrative support environment.
- Experience with general office support required.
- Must have knowledge of administrative and clerical procedures and systems such as Microsoft Word, Excel, publisher, managing files and records, designing forms, and other office procedures and terminology.
- Must have excellent written and oral communication skills.
- Must have good planning and organizational skills, be able to work independently, take directions, and pay attention to detail.
- Must possess a valid and unrestricted state driver's license.
- Possesses minimum standards of character:
- Must not have been found guilty of, or entered a plea of nolo contendere or guilty to any felonies offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence

Molestation

Contact with or prostitution.

Offenses committed against children.

Sexual Assault

Exploitation

Crimes against persons

Child abuse or neglect

DUTIES & RESPONSIBILITIES:

- Provide overall administrative support functions to the Academic Affairs department.
- Prepare and maintain records and correspondence for all administrative components of the Academic Affairs department.
- Assist with preparing academic contracts.
- Order and maintain supplies for the academic departments.
- Assist with annual graduation preparations and other special events as needed and assigned by the Dean of Academic Affairs.
- Assist with providing administrative support for faculty and students.
- Collect and maintain information/data and prepare reports for student, faculty and institutional files, including reports for accreditation, Faculty Council, assessment, program evaluations, curriculum changes, and other necessary reporting.
- Schedule Academic Affairs, Faculty Council, and other Committee meetings (both in person or on Zoom as needed), prepare meeting minutes in a timely fashion, disseminate correspondence, and maintain a database of all past minutes.
- Maintain up-to-date documentation for department budgets and create purchase requests.
- Assist Department Chairs with clerical tasks as deemed appropriate.
- Other duties as assigned.

PRE-EMPLOYMENT TESTS:

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference is given to qualified veterans (need DD214).

DEADLINE TO APPLY: Internally posted until 11/20/2023 @ 4:00 PM. External candidates are encouraged to apply and will be contacted if no internal candidates are selected. Open until filled.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

APPLICATION PROCEDURE:

Submit an application, cover letter, resume, transcripts, and three letters of reference to Human Resources, PO Box 519, Baraga MI 49908, or email your completed application to hr@kbocc.edu.