



# Cow Creek Government Office

## Position Description

**Position Title:** Administrative Assistant

**Department:** Education

**Reports To:** Education Director/  
Career Center Manager

**FLSA Designation:** Non-Exempt

### **POSITION PURPOSE:**

Provides program administrative services, department representation, educational service support, and project support for all if the various members of the Education department management team as needed.

### **ESSENTIAL FUNCTIONS:**

- Direct phone calls and emails inquiring about department services to appropriate program lead staff.
- Attend, monitor, and relay information from various meetings and committees in the Education community as assigned.
- Submit expense reports and process payment requests for all education areas.
- Maintain all department applications and forms ensuring that the Cow Creek Education website has the most current versions for Tribal member use.
- Maintain a records management system for the distribution of Education department benefits (Excel, CRM), and assist in grant reporting requirements.
- Assist in the preparation of regularly scheduled reports and submissions to the Tribal Social media pages and Tribal Newsletters.
- Book travel arrangements for Education team and the Youth Tribal Counsel, and guests of the department.
- Maintain knowledge by attending educational workshops and participating in self-directed learning.
- Receive, sort, and distribute mail, and coordinate repairs on office equipment.

### **QUALIFICATIONS:**

- High School Diploma/GED required.
- Associates Degree required, work experience may be substituted for education.
- 2 years' experience in Social Services/Education, or in related field required.
- Proficient in Microsoft Office and Excel.
- Excellent time management skills and the ability to multi-task and prioritize work.
- Excellent written/oral communication skills, attention to details, and problem solving skills.
- Knowledge of accounting systems and budgeting, and accurate data entry skills required.
- Current and valid Oregon driver's license.