



Cow Creek Government Office

Position Description

Position Title: Executive Administrative Asst **Department:** Education Department

Reports To: Education Department Director **FLSA Designation:** Non-Exempt

POSITION PURPOSE:

Under the direct supervision of the Education Department Director and the Education Program Officer provides program administrative services, department representation, educational service support, and project support for all of 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. Acts as a gatekeeper for the Director/Program Officer regarding inquiries into services.
- Attend, monitors and relay information from various meetings and committees in the Education community
- Maintain confidential student records and schedule attend 504/IEP meetings for families enrolled in the Educational Advocacy services
- Provide support services for the Language Program.
- Submit expense reports and process payment requests for program areas including the Higher Education benefits programs
- Produce and maintain all department applications and forms on the Department website ensuring that the most recent are available to Tribal membership
- Maintain a records management system for the distribution of Education Department benefits
- 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 members and the Junior Tribal Counsel, and guests of the Department as needed
- Provides back up to the staff of the Tribal Community Center as needed including administration, EHYC, Yimisa
- Provides administrative support to the Career Center Manager including the Summer youth intern program, and special events as needed
- Processes invoices for payment for the Education Department as needed
- Maintain professional and technical knowledge by attending educational workshops covering the program areas assigned when available, and participating in self-directed learning
- Assist in grant reporting requirements
- Receive, sort and distribute the mail daily for the Education Department
- Coordinate repairs to office equipment
- May be asked to perform other tasks, as required

QUALIFICATIONS:

- Associates degree preferred. Work experience may be substituted for education
- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office, Excel, and Canva
- At least 2 years of experience in the Educational, or in a related area
- Understanding of accounting systems and controls, accurate data entry skills, and knowledge of documentation and budgeting required, (knowledge of Microix preferred)
- Ability to type 60+ wpm.
- Strong filing and organizational/prioritization skills
- Excellent written and oral communication skills
- Ability to adjust to quickly changing duties and assignments
- Ability to work with others as a team player
- Current and valid Oregon driver's license in good standing is required with no insurability issues as determined by the Tribe's insurance carrier