

COLLEGE OF MENOMINEE NATION

Job Title: Program Assistant (Grant Funded)

First Posting*

Reports to: Program Specialist

Status: Part-time 20hrs per week

Location: College Of Menominee Nation
Keshena/Oneida Campus

Closing Date: 6/30/2009

** First postings are 5 days and are reserved for enrolled members of the Menominee Indian Tribe.*

POSITION SUMMARY:

The Program Assistant will provide a wide range of administrative and office management support for the Nursing and Health Careers Department (NHCD). The successful candidate will need to be a highly organized, seasoned administrative professional capable of coordinating the multiple activities of the Department. Travel between campuses will be required.

ESSENTIAL FUNCTIONS:

- Meet both students and prospective students on the phone, email and in person at both Keshena and Green Bay Campuses maintain a log of inquiries, respond to requests, distribute and receive confidential paperwork, serving as NHCD liaison with other departments and external constituencies for day-to-day operations;
- Maintain NHCD records, tracked student records, reporting documents, and correspondence in electronic and/or hard copy;
- Create, compose, and edit technical and/or administrative correspondence and documentation, as appropriate including grants and sponsored programs;
- Record, transcribe, and organize committee minutes and related documents, as appropriate;
- Prepare and coordinate the calendars, schedules, and travel itineraries of the NHCD;
- Prepare day-to-day office management documents such as purchase orders, check requests, travel paperwork;
- Maintain supplies in offices and Nursing labs, anticipating needs of the entire department;
- Provide administrative support for a variety of public information documents, including but not limited to documents such as the Nursing Student Handbook, Course Schedules, advertisements, and posters;
- Provide general office support and facilitate smooth communications for the NHCD;
- Promote Health Care Careers, giving presentations in K-12 settings when the opportunity arises;
- Plan and coordinate meetings and events, as appropriate;
- Maintain confidentiality in all NHCD matters;
- Perform other duties as assigned.

QUALIFICATIONS:

- Associates' degree preferred with specific strengths in the science area;
- Be highly organized with sound administrative skills and the ability to multi-task;
- Be detail-oriented and flexible enough to accommodate the dynamic activities of the department;
- Experience with Word, Access, Excel, Publisher, and PowerPoint preferred;
- Demonstrate significant customer service and communication skills;
- Have the ability to recognize, appreciate, and serve cultural differences and the special needs of students and faculty;
- Demonstrate appropriate ethical behavior and professional conduct in the fulfillment of roles and responsibilities;
- Have experience with federal grants and contracts, preferable, but not required.

APPLICATION PROCESS:

A complete application includes: Letter of interest; Current resume; Completed CMN application form (available under job opportunities at www.menominee.edu); Copy of all college level transcripts (official transcripts required if hired); Three professional letters of references, no character references; If applicable, provide proof of Tribal enrollment status, honorable or general military discharge paperwork, and proof of any certificates or training.

Posting closes at **4 p.m. on Tuesday June 30, 2009**. Send all application materials to College Of Menominee Nation Human Resources, P.O. Box 1179, Keshena, WI 54135.

**NOTE: pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**