



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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Executive Assistant to the President

Position Information

Under the supervision of the President, this position is responsible for the efficient management of daily operations of the offices of the President. The Executive Assistant will possess excellent judgment, demonstrate superior written and verbal communication skills, pay close attention to detail, exemplify a positive demeanor, and demonstrate the ability to balance multiple priorities. This professional position assists with internal and external public relations and communications, manages calendars for the President, communicates and interacts with all WETCC employees and students and with other institutions of higher education and with the public. Engages in College and community service to help fulfill the mission and vision.

Duties & Responsibilities

On a typical day at WETCC, your contributions will include teamwork, resourcefulness, confidentiality, and effective communication. Specific contributions for this role are listed below. This is not a complete list as all staff may be required to perform additional duties.

- Provide calendar management for the President. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
- Complete administrative tasks that facilitate the President's ability to effectively lead the college and the ability to lead the areas of responsibility, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the President including those of a highly confidential or critical nature. Researches and prioritizes before determining the appropriate course of action, referral, or response, exercising judgment to reflect President's style and organization policy. Communicates directly, and on behalf of the President and responds to emails/texts/phone calls outside normal business hours, as needed.
- Act as a liaison and provide support to the Board of Trustees. Arrange and handle logistics for Board meetings and events, schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record open meeting minutes on

behalf of the Board of Trustee's Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.

- Work closely with the President to keep them informed of upcoming commitments and responsibilities, following up appropriately. Serve as a monitor for direct access to the President's time and office. Conserve the President's time by reading, researching, and collecting and analyzing information as needed, in advance.
- Coordinate the President's Cabinet/Executive Leadership Team meetings and retreats and assist with other meetings and events.
- Provide gatekeeper and gateway roles, provide a bridge for smooth communication between the President and Demonstrate leadership to maintain credibility, trust, and support with the President's Cabinet. Complete projects by assigning work to appropriate staff, including the President's Cabinet, on behalf of the President.
- Work with the President's Cabinet to coordinate the President's outreach activities. Follow up on contacts made by the President to cultivate ongoing relationships.
- Maintain discretion and confidentiality in relationships with Board members. Comply with administrative rules set in bylaws regarding the Board and Board committee matters.
- Represent the College and the Office of the President in a positive light through great follow-through skills and sound judgment. Welcome guests by greeting them in a professional manner, in person or on the phone; answering or directing inquiries.

Work Schedule: Monday – Friday, 8:00 am – 4:30 pm

Advertised Salary: \$21.34/hour, non-exempt status

Minimum Qualifications

- Associate degree and two or more years of experience working for senior administrators or executives; or an equivalent amount of education and applicable professional work experience.
- A combination of education and experience may be considered.
- Exceptional interpersonal, verbal, and written communication skills.
- Exceptional organization, multi-tasking, and prioritization skills.
- Demonstrated experience working with diverse cultures and populations.
- Excellent computer experience including Microsoft Office programs.
- Current driver's license and insurance.
- Ability to pass a background check before being offered employment.
- Ability to travel for professional development and job-related activities.

Preferred Qualifications

- Bachelor's degree.
- Experience in higher education.
- Experience developing and managing budgets.

Applicant Materials Required Cover letter, resume, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at www.wetcc.edu.

Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA.

The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which start accruing from the date of hire.

WETCC has 17 paid holidays a year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision - *Giaa-miinigoowizid Anishinaabe Gibimiwidoomin niigaanakeyaa – "We all are carrying into the future the way the Anishinaabeg was gifted."*

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.