

School Administrative Assistant

Be Part of Us!

- **United Auburn Indian Community** (UAIC) is actively searching for **School Administrative Assistant**
- We are a federally recognized Native American tribe, dedicated to improving the welfare of our Tribal Members, our employees, and the surrounding communities.
- UAIC allows employees to be innovative and forward-thinking while working in an environment that respects tradition.
- We provide **100% employer paid** Medical, Dental, & Vision benefits for you and eligible family.
- We contribute to your retirement account **starting at 4%, whether or not you contribute** yourself.
- **Work/life balance** is valued by UAIC and provided to our employees -- We provide **fifteen (15) paid holidays and four (4) weeks accrued PTO in your first year.**
- **Complimentary, on-site lunch provided.**
- The expected starting range for the position is **\$26.83/hr.**
- **Please visit <https://www.auburnrancheria.com/careers/> to apply**

Position Summary

The School Administrative Assistant provides administrative support and performs a variety of administrative and secretarial functions. The Administrative Assistant must routinely use tact, and good judgment while communicating with internal and external contacts, offices, and organizations. Administrative Assistant is required to exercise independent judgment and initiative in resolving issues to ensure compliance the organizations policies & procedures.

Essential Functions

- Assists with a wide range of administrative and school administration support.
- Answer incoming calls promptly with professionalism and determine purpose of callers and forward calls to the appropriate personnel.
- Welcomes students, members and on-site visitors in a friendly and positive manner while assisting their needs.
- Monitors visitor access.
- Maintains a neat reception area.
- Assists with the creation of newsletter, flyers for school functions and summer program brochures.
- Assists with the monthly Tribal Times submission.
- Assists with the creation of school publication such as School Yearbook, Literacy Book, and School Calendars
- Participates in planning and setting up of school Positive Behavior Incentives for students.

- Supports Executive Assistant in planning of Open House, Back to school nights, Honor's Dinner and other school events.
- Coordinates Décor including setting up and taking down during special events.
- Orders supplies for staff.
- Support Library in receiving, preparing, and documentation of new books.
- Set-up, Schedule, and plan all School Assemblies.

Non-essential Functions

- Provides teacher support with preparation of classroom materials.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of appropriate contemporary administrative and secretarial practices.
- Expertise in various computer software programs applied to specific tasks; ability to create and maintain advanced Excel charts and spreadsheets; ability to utilize Word template capabilities; ability to manage multiple calendars in Microsoft Outlook.
- Advanced knowledge of MS Office applications, including Word, Excel, Publisher, Outlook, Adobe Photoshop, and InDesign.
- Understanding of accounts payable function

Skills

- Well-organized, and able to manage multiple projects simultaneously.
- Possess effective presentation skills.
- Acute attention to detail.
- Proactive, forward thinking.
- Excellent time management skills with the ability to set and meet deadlines.
- Strong analytical and problem-solving skills.
- Exceptional written and verbal communication skills.
- Awareness.
- Patience and compassion.

Abilities

- Ability to interact with children.
- Ability to handle and prioritize tasks and projects in a high-stress environment while being flexible enough to change focus quickly, when needed.
- Ability to work effectively with others as a team, as well as ability to be an efficient individual contributor, who can work well independently.
- Ability to learn rapidly and apply specific rules and office policies/procedures.
- Ability to operate various office equipment.
- Ability to communicate tactfully and effectively, both verbally and in writing.
- Ability to interpret and apply policies and procedures with confidence.
- Ability to consistently exercise independent judgment while communicating with co-workers, clients, and outside entities; ability to take initiative in resolving issues to satisfy internal and external customers' needs and to stay compliant with UAIC policies & procedures.
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- High School Diploma
- 2 years of administrative experience
- Advanced knowledge of MS Office applications, including Word, Excel, and Outlook, Adobe Photoshop, and Publisher

Preferred qualifications:

- Associate degree
- Prior experience working with children.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

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