Northwestern Alaska Career and Technical Center

P.O. Box 131
Nome, AK 99762
Telephone: 907-443-3507
Fax: 907-443-7076
Email: dwalrath@bssd.org
Web Page: www.nacteconline.org

JOBS DESCRIPTION

TITLE: Administrative Assistant

JOB GOAL:
Works closely with the NACTEC Director and Program Coordinator to implement day-to-day operations and sustainability.

PROFESSIONAL RESPONSIBILITIES:
• Promote positive community and partnership relations through effective communication
• Contribute to an environment where positive, successful business is practiced
• Maintain confidentiality

QUALIFICATIONS:
• High school graduate or GED required
• B.S. Degree in Business/Administration/related field preferred
• Experience in writing and managing grants preferred
• Three years as administrative assistant preferred or related experiences
• Use of technology in business and education (Word, Excel, PowerPoint, Publishing Software, and Web Design)
• Demonstrated ability to live and work in a cross-cultural setting; desire and willingness to travel by air to all sites
• Ability to work with students and parents in a cross-cultural setting
• Ability to safely, regularly lift and/or move up to fifty (50) pounds

ESSENTIAL FUNCTIONS:
• Maintain and organize student data management system (FileMaker Pro) as directed
• Process student applications and maintain effective communications with site contacts
• Prepare and/or assist in the preparation of quarterly and annual program reports
• Develop newsletters and promotional materials
• Maintain a filing system of correspondence, reports, and program information
• Order and maintain supplies as needed
• Order, sort, and route incoming correspondence, purchase orders, travel, etc.
• Operate office machines and technology
• Solicits information and compiles data for NACTEC program internal and external evaluation purposes
• Coordinate, attend, and record Governing Board and Advisory Board meetings
• Other duties and responsibilities as assigned

REPORTS TO: NACTEC Director
LENGTH OF EMPLOYMENT: 220 days/year
SALARY: $19.00/hr - +DOE
LOCATION: NACTEC – Nome
CLOSING DATE: Open until filled

Send: Email initial letter of application with resume and references to: Doug Walrath, NACTEC Director at dwalrath@bssd.org or fax to 907-443-7076

NOTE: Bering Strait School District/NACTEC is an equal opportunity employer. The District Title IX, 504 and ADA contact person: Tera Cunningham, Human Resource Specialist; Bering Strait School District; P.O. Box 225; Unalakleet, Alaska 99684. tcunningham@bssd.org, (907) 624-4308.