



Chickaloon Village Traditional Council
(Nay'dini'aa Na')
Education Department
Internal/External Position Announcement

Job Title: Administrative Assistant (Part-Time)
Department: Education
Reports to: Education Director

Position Summary: The Administrative Assistant for the Ya Ne Dah Ah School is responsible for providing administrative support to the Education Director and Ya Ne Dah Ah School Teachers, completing special projects as assigned, assisting with funding campaigns for the school, assisting with the development of grants and submitting reports to funding agencies as required. The Administrative Assistant is also responsible for updating calendar information, updating information on the Ya Ne Dah Ah Facebook page and Parent Group page, keeping track of meetings, taking meeting minutes for distribution, sorting through the Directors in-box and prioritizing the review of documents based on criteria established by the Director, completing check request forms for school expenses and other forms as requested, and answering the phones and taking phone messages, etc. The Administrative Assistant schedules trainings and trains other staff members as requested by the Director.

Qualifications, Education & Experience: Over 2 years up to 3 years of experience in an office setting. Business administration experience required including typing, filing, customer service experience, and telephone answering experience. Microsoft Office experience is essential. High School Diploma or GED and a valid Alaska State Driver's License is required.

New hires for this position are subject to pre-hire alcohol/drug testing. This position is subject to random alcohol/drug testing.

A federal and state background check is required for this position. Background checks will be conducted every two years as a condition of employment.

AN/AI Preference: As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

If you meet the requirements and would like to apply, you must submit your resume and a fully completed CVTC employment application by Friday, February 15th at Noon. Applications are available and downloadable by visiting the employment page of: www.chickaloon-nsn.gov, by contacting Jennifer at (907) 745-0749, or via emailed request to employment@chickaloon-nsn.gov.