



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
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<b>Job Title:</b>	<b>Administrative Assistant/Data Manager</b>	<b>Open:</b>	<b>May 7, 2024</b>
<b>SL Program:</b>	<b>Employment and Training</b>	<b>Close:</b>	<b>May 21, 2024</b>

**Position Objective:** This position is responsible for greeting children and families, managing telephone calls, maintaining administrative documents and files, maintaining strict confidentiality regarding family and staff information, supply ordering, among other various administrative tasks. Additionally, the Administrative Assistant will support our early childhood classrooms on an as needed basis.

### **Major Duties & Responsibilities**

- Welcomes children, families and visitors in person or on the telephone, in a warm friendly manner.
- Answers or refers inquires and directs visitors. Maintains security by following center procedures.
- Open, sort, and distribute incoming correspondence, including faxes.
- \* Assure parents and new staff receive key fobs to access the facility.
- Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages.
- Transmit information or documents to customers, using computer, mail, or fax machine.
- Schedule appointments, and maintain and update appointment calendars.
- Develops a system for auditing center files, maintains organization and systems for keeping administrative paperwork.
- Ensures that all required paperwork is completed timely and accurately including applications, terminations, recording staff's daily attendance and enrollment roster.
- Maintaining spreadsheet of licensing requirements for children (Application, enrollment documents, health information, etc.)
- Provide information about the Employment and Training Child Care Center and the available services.
- Perform general office duties such as ordering supplies, maintaining records management systems.
- Keep all personnel records up-to-date for all child care center employees, include time sheets, leave slips, accumulated and used leave, evaluation forms, and other information needed to maintain up-to-date personnel files.
- Arrange meetings and attend staff and general meetings as assigned.
- Take meeting minutes at all meetings and staff training.

- Manage and maintain files for all staff (both hard copy and on Lillio Software. Inputting all staff's qualifications, certifications, physicals, and required training hours.
- Create and maintain spread sheet on employee certifications, trainings, and expiration dates.
- Create and maintain spread sheet on employee attendance.
- Create spreadsheet and update children's files for children's illnesses and accidents.
- Monitor all staff's timecards.
- Ensure information on HiMama (Lillio) Childcare program is accurate and updated.
- Create and keep updated all required daycare forms and applications.
- When childcare manager is not on site maintain Child Care Center to stay in compliance with Sprit Lake Licensing Center Standards.
- Will perform other assigned duties and will be responsible for assisting the Child Care Center Manager in the day-to-day operation of the child care center in compliance with Spirit Lake Licensing Center Standards.
- Maintain spreadsheet for ERSEA documentation for children's files. (Enrollment, Recruitment, Selection, Eligibility, Attendance)
- Maintain spreadsheet for USDA Meal Program
- Maintain Waiting list for enrollment and send out letters every 6 months for application update.
- Maintain licensing documentation such as (fire drills, fire inspection, first aid kits, CPR/First Aid, physicals, TB test). All have to up-to-date and current.

#### **Qualifications, Experience and education required:**

- Associate of Arts or Associate of Science Degree
- Incumbent is required to have working knowledge of office practices and procedures.
- Skills in the operation and care of general office equipment.
- Must have computer literacy skills (Email, Manage files, Spreadsheets, Microsoft Word, Excel)
- Ability to establish and maintain files, type at least 40 wpm with accuracy.
- Skill in writing routine letters, memorandums and narrative reports on personal computer.

Job Role:	Will work directly under the Supervision of the Employment & Training Childcare Manager.	Company Industry:	Spirit Lake Tribe
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Exempt/Non-exempt	Non- Exempt	Closing Date:	May 21, 2024
Employment Status:	Full- time	Supervision	None
Grade:	10	Manages Others:	None
Number of Vacancies:	1	Classification: Exempt/Non-exempt	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	<a href="mailto:britneyr@spiritlakenation.com">britneyr@spiritlakenation.com</a> <a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a>
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference, a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		