

Sisseton-Wahpeton Oyate

Job Description

Job Title: BIE Office Support Staff

Reports to: Tribal Education Director

Summary:

Provides support to the BIE Grant Project administrator, standards writer, TED director, TED office manager and teacher work groups. In addition, will work with other Tribal Education Department staff as directed and needed. The Administrative Support Specialist shall be supervised by the Grants Administrator and/or TED Director. Position is dependent on funding.

Duties and Responsibilities:

- Assist BIE Grant Project staff with preparation of social studies standards and educational codes which may include research, correspondence, and other written documentation
- Proof-read Standards and Educational Codes and insure layout is aligned according to protocols already set forth by Tribal Education Department:
- General Office work, typing, copying, filing, etc.
- Help with scheduling, coordinating and working with teacher groups for SWO standard
- Assist TED staff with data bases
- Regularly collaborating and communicating with staff
- Develops strong working relationships with staff
- Record meeting minutes when requested
- Helps to maintain office environment to include; confidentiality, sanitization and others
- Perform other appropriate duties as assigned
- Conduct training for tribal youth and community members that promotes prevention and cessation of the use of tobacco and vaping.
- Evaluate current tobacco and vaping policies to propose and draft changes to policies as needed for the tribe and schools.

- Evaluate tribal cessation efforts and the success of programs.
- Analyze past community assessment data and plan for the next community assessment.
- Conduct community education booths, presentations, and workshops to encourage cessation and prevention of commercial tobacco and vaping use.
- Develop indoor/outdoor vaping policies for tribal entities.
- Serve as a resource person for tobacco and vaping education material distribution and other tobacco/vaping prevention needs.
- Develop monthly, quarterly, and final reports for tobacco grants.

Qualification Requirements:

- Proficient typing skills and computer experience is required. Must have the computer skills; Microsoft Office (Word, Access, Excel, Publisher)
- Must maintain computer literacy and organizational skills.
- Must possess basic knowledge of Sisseton-Wahpeton history, culture and language.
- Have excellent oral (direct verbal communication) and written skills.
- Must pass a criminal background check
- Must have good customer service skills
- Be willing to attend training as required.

Education and/or Experience:

- AA Degree and/or college is preferred but not necessary
- Experience in Administrative assistant position is required
- Experience in education is preferred.

Approved



Date

2/16/24