



Lac Courte Oreilles Tribal Government

13994 W Trepania Road

Hayward, WI 54843

Phone (715) 634-8934 * Fax (715) 634-4797 * HR Fax (715) 699-1209

Consolidated Tribal Government Program Administrative Assistant

Position: Consolidated Tribal Government Program Administrative Assistant
Posting Date: April 14, 2024
Closing Date: Until Filled
Salary: Negotiable (DOQ)
Supervision: Consolidated Tribal Government Program Director
Location: Trading Post
Administration: LCO Tribal Government Policies & Procedures

Position Summary:

The Administrative Assistant for the Consolidated Tribal Government Education Program Department (CTGP-ED) shall provide administrative support for the CTGP-ED Department Program Director. As well as ensuring excellent helpful and professional service is provided to all potential and existing clients.

Qualifications:

1. Tribal preference applies.
2. Mature Adult
3. Associate degree in business administration or related field and at least 2 years relevant administrative assistant experience, which demonstrate the required skills, knowledge and abilities to effectively perform the duties and responsibilities.
4. Valid Wisconsin Driver's license

Required skills, knowledge and abilities:

1. Excellent office skills, including but not limited to:
 - Typing and proofreading skills
 - General computer software skills in Windows, Microsoft, Word, Excel, Access
 - Ability to learn other computer software skills as required.
 - Taking and giving accurate messages
 - Accurate filing

2. Excellent verbal and written communication skills
3. Problem solving, human relations and time management skills
4. Ability to exercise initiative and independent judgment
5. Must adhere to strict confidentiality in all matters

Duties and Responsibilities:

- Establish and Maintain office files with accuracy and awareness to detail
- Maintain records of electronic data for effective case management
- Research scholarship and grant opportunities for students
- Research and post educational and employment opportunities
- Assist clients as needed in the Financial Aid process
- Receive incoming inquiries and respond to routine questions
- Accurate and timely filing of departmental information
- Sort and prioritize incoming mail, highlighting action or important items, attaching relevant information or files for directors review
- Operate standard office equipment
- Follow up on items delegated by Program Director or others
- Monitor office inventory, order supplies
- Perform such office support activities as required to maintain efficient office operations
- Shall be courteous and professional to co-workers and general public
- Perform other related duties as required or requested to accomplish expectations

Application Procedures:

Submit a completed **LCO Employment Application and Authorization to Release Information, Cover Letter, Resume, at least (3) personal reference letters and any other supportive documents.**

Resume should be type written, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement.

Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

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Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies and Procedures Manual.

