



Waadookodaading

An Ojibwe Language Immersion Institute

8575N Trepania Road Hayward, WI 54843

715-634-8924 x1270

www.waadookodaading.org

Administrative Assistant Job Description

Reports to: Waadookodaading Executive Director
Supervises: None
Compensation: Negotiated, per qualifications
Location: Waadookodaading Ojibwe Language Medium School
Hours: 7:45 a.m. – 4:00 p.m. 46 weeks per year (August – June)

Qualifications:

1. Associate's Degree in Business, or related field; or three (3) to five (5) years of an equivalent combination of education and experience.
2. Commitment to the mission of Waadookodaading and belief in the value of indigenous language revitalization.
3. Project management experience.
4. Proficiency with computers and other advanced technology.
5. Strong communication and public relations skills.
6. Knowledge of safe working practices.
7. Must be able to work well with others.

Performance Responsibilities:

1. Performs administrative and office support activities for staff.
2. Performs clerical operations of the program and front desk reception.
3. Maintains positive contact with students, families, fellow staff, and the public.
4. Provides supportive services to the Executive Director.
5. Enters and updates student and staff data.
6. Manages special projects and events upon request.
7. Perform other duties as determined by role, function, and supervisor.

To apply

Please submit LCO School - Waadookodaading application, authorization release form, resume, and letter of interest to Lisa LaRonge lisa.laronge@lcoosk12.org, or Preston Larson, preston.larson@lcoosk12.org at the administrative offices located at the address listed above.

This job description may be modified upon Board approval.