



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Administrative Assistant

Department: Cultural Education

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Cultural Education Director

Date Prepared: 04/28/2023

GENERAL DESCRIPTION:

The Administrative Assistant of the Delaware Cultural Resources Department is responsible assisting the Director in the direction, planning, and events of the Cultural Resources Department and the programs contained within that department.

QUALIFICATIONS:

Must have a High School Diploma or GED

Willing to learn about Delaware Tribal History

Willing to learn about Delaware culture and traditions

Requires a high level of personal integrity and ethics

Requires a high level of problem solving skills

Requires willingness and ability to learn new skills.

Must have the ability to properly manage time and work under stressful conditions

Requires ability to use Microsoft Office Suite programs as well as Microsoft Project.

Requires good interpersonal communication and teamwork skills.

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

DUTIES AND RESPONSIBILITIES:

Provides support to all programs within the department in planning and events

Help facilitate activities of Cultural Education Department

Able and willing to work overtime when needed

Organize the department mail

General reception duties such as answering phone and directing persons to correct employee

Other duties as assigned by the Department Director and Tribal Operations Manager

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.