

NORTHERN CHEYENNE TRIBE
POSITION DESCRIPTION
2018 #4

POSITION: Johnson O'Malley/Higher Education Assistant

DEPARTMENT: Northern Cheyenne Tribal Education Department

ACCOUNTABLE TO: Director

SALARY: \$10.61

OPENS: 10/26/18

CLOSES: 11/7/18

SUMMARY OF WORK: Assists the Director with the JOM Program, attending meetings, monitoring budgets, tracking expenditures, filing, assisting with program requests, obtaining information for the projects and needed and requested. Works the Higher Education Counselors with filing needs, sending out letters, doing follow up on students, xeroxing information, organizing institutional files for access and assisting with other education services. Doing some secretarial duties as needed.

JOB CHARACTERISTICS:

- **Nature of Work:** This position requires work outside of normal hours to travel to JOM meetings at the different communities. Position works with sensitive information on students and adherence to confidentiality is required.
- **Personal Contacts:** Contacts will be made with parents and students to meet program and project requirements. Position requires contact with other tribal and school employees. Frequent contact with the director for approval and advice.
- **Supervision Received;** Minimal guidance and direction from the director. Follows written policies and procedures for IEC and for the Tribe.
- **Essential Functions:** Position requires the ability to deal with all kinds of people, calculate, communicate orally and in writing, read written material, makes recommendations for children and parents use a computer and handle stress.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Maintains accurate budget and accounting for projects for Indian Education Committees. Assist with financial reports as required or requested.

Provides adequate and accurate information to parents at all times and assists IEC with program budgets for projects.

Disseminates information to parents, students, tribal members and tribal leaders regarding various projects and programs of interest.

Assist IEC's with projects and educational plans for the JOM Program.

Maintains confidential files for JOM Program. Provides consistent follow up on all projects and budgets through correspondence, meetings, and other forms of communications.

Maintains confidential information on the Higher Education Program when accessing and filing information.

Makes visits to school personnel on projects affecting the school. Assist with the gathering of information, making travel arrangements as necessary, and assuring that assistance is provided to school staff on their projects.

Assist higher education counselor with filing, organizing, sending out letters, logging in information and checks. Filing institutional information.

Assist with secretarial duties as requested.

Performs other related duties as required and agreed upon by the director and employee for program administration.

JOB REQUIREMENTS:

Knowledge: This position requires thorough knowledge of reservation and adjacent areas concerning special needs. Limitations and attitudes concerning JOM and higher education.

A thorough knowledge of the JOM regulations, tribal policies and general knowledge of accounting and bookkeeping practices.

Skills: This position requires skills in some counseling or good people skills, using community resources, word processing, filing typing, calculating, use of a computer, copier and fax machines.

Abilities: this position requires the ability to: deal with all kinds of people; be a good listener;

Maintain confidentiality of sensitive information; communicate effectively orally and in writing;

Follow verbal and written instruction; establish effective working relationships with fellow employees, supervisors and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A college graduate or comparable experience in education.
- Knowledge of record keeping and filing.

JOB PERFORMANCE STANDARDS:

- Performs assigned duties promptly and efficiently
- Accurately keeps records and accounting of projects
- Assist and works professional with parent groups, school personnel and students
- Is able to deal with stressful situations
- Adheres to standards of confidentiality
- Offers support for students and parents
- Keeps data as necessary to assure accountability of JOM Project funds.
- Maintains accurate and timely records.
- Assist with the preparation of accurate and timely reports
- Deals tactfully and courteously with the public
- Observes work hours
- Demonstrates punctuality
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.