

Ponca Tribe of Nebraska

Intern, Administrative Assistant Job Description
Approved 09/17/20216



Position:	Intern, Administrative Assistant
Division:	Tribal Affairs
Department:	Education
Reports To:	Education Director
Location:	Open
Exempt/Non-Exempt:	Non-Exempt
Salary:	Grade 1 (\$8.00 - \$12.69)
Classification:	Part-time (1 year period – May be renewed)

Summary:

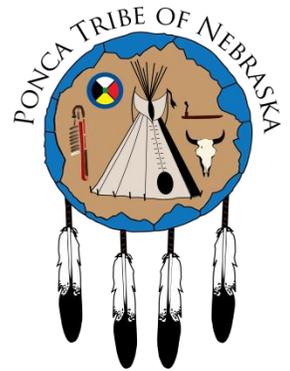
Internship for Ponca member who is seeking experience to coincide with their area of interest while starting a post-secondary education program. Assists with administrative support to the Education Director as well as all normal office-related functions of the Education Department.

Essential Responsibilities and Duties:

1. Deliver administrative services to the department as is appropriate.
2. Assist with routine office-related functions including, but not limited to: answering the phone, taking/relaying messages, copying, faxing, filing, logging all incoming and outgoing mail, scheduling appointments, typing letters (using word processor), reports, etc.
3. Assist with the maintenance of spreadsheet information pertaining to all programs offered by the Tribe.
4. Assist with the maintenance of individual files (hard copies) and an accurate records management system.
5. Update relevant data using a database application as instructed.
6. Assist in establishing the library as a reference source as well as a learning center for community members in the Norfolk area (if located in Norfolk).
7. Develop a thorough understanding of educational programs administered by the Tribe.
8. Work in harmony with other entities within the Tribal organization.
9. Will maintain confidentiality in and out of the office.
10. Attend staff and other meetings as required.
11. Travel as needed to fulfill objectives of project.

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12. Other duties as assigned.

Relationships and Authority:

This position has no supervisory duties.

Working Environment and Physical Demands:

This position is located in professional office environment.

Qualifications:

Minimum:

1. Enrolled in post-secondary program and maintain passing grades in all class-work.
2. Ability to handle stress, meet deadlines and work independently and as part of a team.
3. Ability to work on and organize multiple projects.
4. Possess or develop computer proficiency in Microsoft Word, Excel, and PowerPoint programs.
5. Make effort to develop written and oral communication skills.
6. Must successfully pass drug and alcohol testing, education, character, and criminal background checks.
7. Able and willing to travel.

Preferred:

1. Must have valid driver's license and be insurable.

Tribal Council Approval: 08/12/2013 Rev. 6/20/2015 Rev. 08/07/2015 Rev. 09/17/2016