



## **Job Details**

Job Title: Administrative Assistant  
FLSA: Non-exempt  
Position Type: Full-time  
Reports To: Vice President of Research, Evaluation, and Faculty Development  
Location: Denver, CO  
Date Modified: October 15, 2017

## **Position Description**

The American Indian College Fund (College Fund) strives to positively impact the lives of American Indians by supporting their higher education and career objectives. College Fund team members believe education is the answer and collectively we raise funds, provide scholarships, and holistically support students in achieving their goals. Programming, research, and enhancing the capacities of tribal colleges and universities are also integral elements of our mission.

This position will support the Office of Research, Office of Sponsored Programs and the Executive Office. Professional communication skills, the ability and desire to take initiative, and expert knowledge Word and PowerPoint, and an outward mindset for supporting others are essential to supporting these departments.

The work environment is dynamic and the organizational culture is one that focuses on accountability, teamwork, and a strong passion for our mission. This position will have the opportunity to work with individuals across the organization, Board members, tribal college and university faculty, staff, and students, along with other business partners and donors of the College Fund.

## **Essential Job Functions**

1. Provide administrative support to the Office of Research, Office of Sponsored Programs and Executive Office. Examples of administrative support include:
  - a. Creating and formatting correspondence
  - b. Creating and formatting presentations
  - c. Administering travel plans and reimbursements for staff members, event attendees, and Board members
  - d. Scheduling and coordinating meetings and providing meeting notes
  - e. Supporting department and project budget management, including processing check requests

- f. Maintaining tribal college and university contact lists
  - g. Supporting convening planning and implementation
  - h. Occasional travel to support events may be required
2. Assist with Front Desk Administrator lunch and time off coverage
  3. Assist with other project needs within the College Fund

## **Job Requirements**

### Competencies

- Excellent computer skills including but not limited to MS Office software.
- Excellent writing and editing skills.
- Experience at non-profit organization with grant administration environment
- Convening/Meeting planning
- Demonstrated experience working with diverse cultures
- Take initiative work style
- Ability to prioritize work to effectively manage multiple responsibilities and projects

### Education/ Experience

- Associate's Degree
- 3-5 years of relevant experience with above qualifications

### Preferred

- Bachelor's degree
- Project management experience
- Experience working with tribal nation communities and knowledge of Indigenous culture
- Research terms and processes

## **Work Environment and Physical Activities:**

- This position is often required to pack boxes and lift them for shipping, and to lift equipment (computers, printers, recorders, screens, etc.), up to 20 to 30 pounds
- Frequent key boarding
- Occasional travel via plane and car

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Note: The intent is not to provide an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Incumbent may perform other duties as assigned.

The American Indian College Fund is an Equal Opportunity Employer