



Administrative Assistant

Bdote Learning Center is an IQS K-8 grade Dakota and Ojibwe language immersion charter school.

Bdote's Vision: all students will develop a love of life-long learning, language and cultural fluency, the skills and education to determine their own future, and commitment to give back to family, community and nation.

Bdote's Mission: To develop culturally aware, successful, high performing students by providing them with an academically rigorous education that is placed-based and rooted in the languages and cultures of indigenous peoples.

Job Description

The Administrative Assistant position is responsible for processes that most effectively serve students, families, staff and community. The Administrative Assistant ensures students, staff and visitors have a positive interaction with the school and will provide administrative support, school transportation support, and other duties as directed.

- Answer phones, directing calls, taking messages and calling on behalf of the school.
- Welcomes parents, visitors and students to the school.
- Field student, family and visitor concerns and route appropriately for quick resolution.
- Work in liaison with Bus, Cab and Van companies in getting students to school and home. Must be able to organize student listing to send to Bus Company, work with Special Ed staff to determine what students need special transportation. Must have excellent verbal and written skills for transportation.
- Mail management, sorting and distributing the daily mail, coordinate student mailings, board mailings.
- Online management to download student applications, incoming emails and routing emails from the school website.
- Assist with student recruitment, enroll students using software program.
- Managing student attendance on a daily basis.
- Keep tabs on office supplies and copy machine and order supplies accordingly.
- Provides administrative support to Bdote director, board members, also work in conjunction with staff in planning events and other materials.
- Work with nutritional staff as needed.
- Perform other duties as assigned.

Qualifications

- A.A. or higher degree in administrative or related field.
- 5+ years of administrative experience.
- Proficiency in Microsoft Office Suite, advanced abilities in Excel or other spreadsheet programs.
- Strong attention to detail, verbal and written communication.
- Be flexible, able to multi-task and set priorities to meet firm deadlines (MDE)
- Experience working with leadership teams and Boards of Directors.
- Ability to operate office equipment copier with fax and email capabilities.
- Must have excellent driving record and reliable transportation.
- Must be able to pass Criminal and Employment background checks to qualify for this position.

Compensation: A competitive compensation package that includes health benefits, paid leave and retirement.

Apply: To be considered for a position every applicant must submit a cover letter, resume, references, application, background check and reference authorization. See Bdote website www.bdotelearningcenter.org for forms and submit all forms to info@bdote.org