

POSITION DESCRIPTION



Chartered by the
Yankton Sioux Tribe 1993

Ihanktonwan Community College

P.O. Box 295
200 South Main
Marty, South Dakota 57361
Phone 605-384-3997
Fax 605-384-4216

Position Description

Receptionist/Registrar Assistant/Admission Clerk

Supervisor: ICC Executive Director/Academic Dean

General Purpose

The Receptionist/Registrar Assistant/Admission Clerk is a multi duty position with four primary areas of responsibility. It is a permanent full-time with forty-hour work week. The first responsibility of this position is that of a receptionist, which includes greeting the public, directing calls, or communication within the college. The individual must have good human relation skills necessary when greeting the general public. The second primary duty is that of the admission clerk, which includes dispensing and collecting admission applications, collection of pertinent information, data entry, and notification of proper staff and students when admission application are complete. The third primary duty includes assisting with the registration of students and record keeping. A fourth primary duty is entering all required information and data into Orbund the management information and data base system.

Duties & Responsibilities

The duties for the above shall include but not limited to the following:

- Responsible for the efficient management of all office activities.
- Maintain data entry systems including distributing accurate and timely statistics in respect to student enrollments, drop/adds, grades, attendance, instructors, and courses.
- Collect and enter data on ICC courses, instructors and students for institutional distribution.
- Represent the ICC at all times to answer basic information inquiries from students, faculty, administration, affiliate institutions and surrounding communities.
- Appropriately handles all school communication memos, mail, radio, telephone, intercom, computer and other handling telephone calls.
- Performs normal expected office functions of reception, supervision, and materials.
- Contributes significantly to maintaining a pleasant office atmosphere for students, staff and visitors.
- Supervision of work-study office assistant/s and/or other such temporary placements.
- Maintains and prepares all necessary records, reports, bulletins and other forms as required.
- Supervises and prepares all mailing of school correspondence, records, packages, and official business.
- Assists instructors with needed supplies, instructional materials, and operation of office machines.

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- Is accurate and timely in preparing, mailing, filing correspondence, recording reports and.
- Regularly provides timely information, assistance and recommendations concerning problems encountered with office procedures or functions.
- Arrives on time consistently and is willing to go the extra mile as needed.
- Have the skills and knowledge to work in a team setting.
- All other relative duties as assigned or needed in the performance of his/her responsibilities to the benefit of Ithanktonwan Community College and students.

Qualifications

The position requires at minimum an Associate of Art degree. Previous experience with computer management information systems desired. Must possess excellent people relationship skills.

Supervision

Position reports directly to the Executive Director/Academic Dean

Evaluation

Evaluated annually in accordance with provisions of ICC policy.

Salary & Benefits

Salary is dependent on education and work experience. Expected starting salary is \$12.00 an hour. Annual and sick leave are given including retirement and health assistance.

Length of Position

This is a full time 40 hours per week permanent position.

Employment Preference

The college provides preference in employment to any American Indian who is enrolled in a federally recognized tribe. Any individual claiming Indian preference must meet the following:

1. Must submit a properly completed and signed tribal enrollment form.
2. Must meet all qualification requirements stated in the job description.
3. Must be deemed suitable for employment by the college.

In accordance with title 5, United States Code, Section 2108 veterans shall be given preference. Any individual claiming veteran preference must meet the following:

1. Must submit a DD 214.
2. Must meet all qualification requirements stated in the job description.
3. Must be deemed suitable for employment by the college.

Regulation

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Application

Interested individuals must submit a letter of interest, ICC application for employment, resume, references, and pertinent credentials. For more information about position contact the Executive Director/Academic Dean, or for an application call the Business Manager at 384-3997

You can also visit our webpage and download a job description and application for employment at:

www.iccoyate.com

Mail applications and attachments to:

Business Office
P.O. Box 295
Marty, South Dakota 57361
Phone 605-384-3997

Equal Opportunity

The Ihanktonwan Community College does not discriminate on the basis of race, color, sex, age, religious creed, political ideas, marital status, physical or mental handicap, or national origin or ancestry. The Ihanktonwan Community College operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and all other applicable federal and tribal laws.