



# Northwestern Alaska Career and Technical Center

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Web Page: [www.nacteconline.org](http://www.nacteconline.org)

## JOB DESCRIPTION

**TITLE:** *Administrative Assistant*

**JOB GOAL:**

Works closely with the NACTEC Director and Program Coordinator to implement day-to-day operations and sustainability.

**PROFESSIONAL RESPONSIBILITIES:**

- Promote positive community and partnership relations through effective communication
- Contribute to an environment where positive, successful business is practiced
- Maintain confidentiality

**QUALIFICATIONS:**

- High school graduate or GED required
- B.S. Degree in Business/Administration/related field preferred
- Experience in writing and managing grants preferred
- Three years as administrative assistant preferred or related experiences
- Use of technology in business and education (Word, Excel, PowerPoint, Publishing Software, and Web Design)
- Demonstrated ability to live and work in a cross-cultural setting; desire and willingness to travel by air to all sites
- Ability to work with students and parents in a cross-cultural setting
- Ability to safely, regularly lift and/or move up to fifty (50) pounds

**ESSENTIAL FUNCTIONS:**

- Maintain and organize student data management system (FileMaker Pro) as directed
- Process student applications and maintain effective communications with site contacts
- Prepare and/or assist in the preparation of quarterly and annual program reports
- Develop newsletters and promotional materials
- Maintain a filing system of correspondence, reports, and program information
- Order and maintain supplies as needed
- Order, sort, and route incoming correspondence, purchase orders, travel, etc.
- Operate office machines and technology
- Solicits information and compiles data for NACTEC program internal and external evaluation purposes
- Coordinate, attend, and record Governing Board and Advisory Board meetings
- Other duties and responsibilities as assigned

**REPORTS TO:**

**NACTEC Director**

**LENGTH OF EMPLOYMENT:**

**220 days/year**

**SALARY:**

**\$19.00/hr - +DOE**

**LOCATION:**

**NACTEC - Nome**

**CLOSING DATE:**

**Open until filled**

**Send:** Email initial letter of application with resume and references to: Doug Walrath, NACTEC Director at [dwalrath@bssd.org](mailto:dwalrath@bssd.org) or fax to 907-443-7076

**NOTE:** Bering Strait School District/NACTEC is an equal opportunity employer. The District Title IX, 504 and ADA contact person: Tera Cunningham, Human Resource Specialist; Bering Strait School District; P.O. Box 225; Unalakleet, Alaska 99684. [tcunningham@bssd.org](mailto:tcunningham@bssd.org), (907) 624-4308.