



### *Seasonal Assistant to the President*

**Job Status:** Part-Time

**Classification:** Non-Exempt/Temporary/Seasonal

**Reports to:** President

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**Mission:**

*Maĥpíya Lúta embraces Lakĥota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, Lakĥota language, art, and culture.*

**Job Summary:**

The Executive Assistant to the President is to have a high level of professionalism, flexibility, discretion, judgment, diplomacy and tact and who are progressive thinkers, see challenges as simply problems to solve, and whose spirit, energy and commitment provides a welcome and encouraging face for the admin, academic, and organizational offices.

**Job Functions**

- Plan and schedule complex calendar(s) with limited or no consultation, resolve calendaring conflicts.
- Serve as the liaison to various internal and external constituencies, including screening correspondence and telephone calls;
- Keep the President informed of all matters requiring their attention especially in his absence.
- Other duties, as assigned.

**Required & Desired Qualifications:**

- High school diploma or equivalent required
- Current or previous ML|RC experience desired.
- Prior experience working in a high level academic or advancement environment is preferred.
- Experience with ML|RC financial and advancement reporting systems
- Excellent communication and interpersonal skills, with the ability to develop strong relationships with internal and external stakeholders.

*This is a temporary, seasonal term of employment from May 20-July 25, expected to work 12-16 hours per week.*

**Physical requirements:** Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—85% of work time, walking—10% of work time, bending at the waist and lifting less than 5 lbs.—3% of work time, bending at the waist and lifting 5-15 lbs. 2% of work time.

**To apply:**

Send completed application and resume to  
Brenda Bad Heart Bull, Executive Director of HR  
Mahpiya Luta/ Red Cloud  
100 Mission Drive  
Pine Ridge, SD 57770  
[brendabadheartbull@redcloudschool.org](mailto:brendabadheartbull@redcloudschool.org)

**05/2024**

**Red Cloud School, Inc.**

(605) 867-5491 | 100 Mission Drive | Pine Ridge | South Dakota | 57770