



Administrative Assistant to the VP for Human Resources

Department: Human Resources

Supervisor: VP for HR

Status: Full-Time

Classification: Non-Exempt

Mission

Maĥpiya Luta embraces Lakĥota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, Lakĥota language, art, and culture. Maĥpiya Luta is a multi-faceted organization that includes two elementary schools, a high school, the Heritage Center Museum, and six Catholic parishes on Pine Ridge Indian Reservation in South Dakota. By integrating Lakota culture with spiritual beliefs and practices from the Lakota and Catholic traditions, ML aims to educate the hearts and minds of its students, creating leaders of tomorrow with competence, conscience, and compassion.

Position Summary:

Under the leadership of the Vice President for Human Resources, the Administrative Assistant will perform administrative and clerical duties associated with the Human Resources Department and Receptionist for the Red Cloud School Organization.

Responsibilities and Duties:

A. Essential Duties

1. Process and post new job openings for Red Cloud School through media worksheets
2. Provides public relations for the HR department by ensuring all job information is accurate and available at all times, e.g. applications, bulletins, job board and notifications posted.
3. Work collaboratively with all departments to ensure all new hires are processed through the Red Cloud School system for orientation into the organization.
4. Conduct fingerprinting and process prints for criminal background checks.
5. Ensure all background checks have internal control signatures on review.
6. Ensure all background check dates meet the 5 year renewal cycle.
7. Research and print annually; Sex offender registries for all staff, volunteers or contractors.
8. Make copies of all required hire documents.
9. Prepare and process digital purchase orders through the blackbaud online system.

10. Ensures adequate stock of supplies for the new hire process and is prepared to onboard all new hires.
11. Maintains and updates digital and hard copy personnel files for all employees under the supervision of the Executive Director of HR.
12. Perform, prepare or create letters, spreadsheets, and other documents as needed by the VP for Human Resources.
13. Oversees quarterly Employee Morale Boosters and the Annual Staff banquet including the Staff Banquet Committee.
14. Other duties as assigned by the VP for Human Resources.

Receptionist Duties and Responsibilities for Red Cloud School:

1. Present yourself in a professional manner.
2. Ensures all calls and messages are answered and routed to the appropriate department in a prompt and courteous manner.
3. Handle the daily mail distribution in a secure and prompt manner. Assure that all USPS mail is postmarked and ready for distribution.
4. Direct the public/visitors to the appropriate department in a courteous manner.
5. Listen and be responsive with handling all visitors.
6. Miscellaneous duties may be assigned.

Position Specifications:

- A. Qualifications:
 1. Excellent computer knowledge and skills with office programs, software and office machinery.
 2. Excellent people and communication skills. Customer service oriented.
 3. Team worker
 4. Self-motivated
 5. Be very dependable and courteous.
 6. Have the ability to organize, prioritize and multitask.
 7. Have good business and math skills.
 8. Prior office and receptionist experience is required.
 9. An Associate Degree in Administrative Support is preferred but not required.
 10. Strong work ethic; consistent, regular and punctual attendance record.
 11. Exceptional time management and organizational skills.
 12. Strong communication and interpersonal skills.
 13. Highly flexible and dependable.
 14. Have a valid driver's license.

Physical Requirements:

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

To Apply:

Send a completed application and resume to

Brenda Bad Heart Bull, VP for HR

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