Office Assistant

Department: Red Cloud Elementary School
Supervisor: Principal
Status: Full-Time
Classification: Non-Exempt

MISSION
The mission of Red Cloud Indian School, Inc. (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota culture.

RCIS includes two elementary schools, a high school, The Heritage Center, and ten churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.

Position Summary:
This position will play a key support role in the effective and efficient operation of the school.

I. Essential Job Functions:
   1. Answering the phone and taking messages
   2. Preparing correspondence, reports and mailings
   3. Welcoming students, parents and guests
   4. BookKeeper of Attendance Records – (Middle School Position)
   5. Ordering supplies and creating purchase orders
   6. Maintaining student and school file records
   7. Distributing mail
   8. Preparing student and parental informational packets
   9. Assisting community with the student registration and enrollment process
   10. Supporting the faculty, staff and administration of the school.
   11. Understand, respect and adhere to confidentiality policy
   12. Adhere to Safe Environment code of conduct and polices
   13. Other duties as assigned

II. Job Qualifications:
   ● Minimum of high school diploma
● Associates Arts degree preferred
● Two years of clerical/office support experienced preferred
● Strong communication and office organizational skills.
● Telephone and other general office skills
● Working knowledge of computer word processing, database, and spreadsheet skills
● Positive outlook and be able to multi task on a regular basis
● Dependable, punctual, honest, and productive.

Open Til Filled

Base Starting Salary Range: $10.50/hr - $11.25/hr DOE

To Apply
Submit cover letter, resume and General Application with any supporting documents to:

Lisa Swallow, Director of Human Resources
Red Cloud Indian School
100 Mission Drive
Pine Ridge, South Dakota 57770
lisaswallow@redcloudschool.org
Leave Message (605) 867-5491 ext. 2213