



## KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/careers](http://kiowatribe.org/careers)

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| <b>Job Opportunity:</b> KTJA-24-0043            | <b>Opens:</b> 05/22/24<br><b>Closes:</b> OUF |
| <b>Position Title:</b> Administrative Assistant |  |
| <b>Salary Rate:</b> \$10.00 - \$12.00 per hour  | <b>Duty Location:</b> Anadarko, OK           |

### JOB SUMMARY

Supports grant activities and objectives through essential clerical work. Oversees the accounts payable file management, maintains program records, assists Program Director and Program Coordinator as needed. Maintain excellent grant, teacher, and department records. Attends and actively participates in all required meetings and events. Attends trainings/staff meetings related to job responsibilities as approved by their supervisor.

**Reports To:** Language Program Director.

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** High School Diploma or Equivalent. Associate's degree or higher in Business, Public Administration, or related field preferred.

- Monitor and Tracking grant objective and goals
- Take minutes during meetings
- Maintain grant records
- Oversees accounts payable
- Distribute checks
- Send and receive mail as needed
- Scheduling meetings and reserving vehicles
- Other duties may be assigned

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

### WHAT ARE THE JOB REQUIREMENTS?

- Must possess a Valid Oklahoma Driver's License and reliable transportation.
- Must be insurable under the Kiowa Tribe Driving Policy.
- Must submit to a pre-employment background check.
- Must submit to and pass a pre-employment drug test.
- Position is subjected to random drug testing in accordance with the Kiowa Tribe's Drug Free Workplace Policy.

**SUBMIT TO:** [HR@kiowatribe.org](mailto:HR@kiowatribe.org) or

**DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.*