

# Administrative Assistant



Pine Technical &  
Community College  
Community Job Board

COMPANY NAME

Mille Lacs Band of Ojibwe , Onamia, MN

## DESCRIPTION

The Administrative Assistant to the Commissioner of Education/Office Manager provides high-level administrative, secretarial, and office management support to the Commissioner and Executive Director of Education. This role oversees departmental administrative operations, budget management, procurement activities, grant administration, quality assurance processes, data collection, reporting, and billable services. The position serves as a liaison between the Education Department and internal and external stakeholders, manages confidential information, coordinates meetings and communications, prepares reports and correspondence, maintains records, and supervises administrative support staff as assigned. The Office Manager also assists with departmental planning, policy interpretation, goal development, compliance reporting, and budget oversight. Success in this role requires strong organizational, communication, financial management, and customer service skills, along with the ability to work independently and maintain accuracy while handling sensitive information.

**DEADLINE: 7/7/2026**

## QUALIFICATIONS

- Associate degree in Secretarial Science or equivalent education and experience required; Bachelor's degree in Public Administration or related field preferred.
- Minimum three years of administrative/secretarial experience, including legal documents, correspondence, and stakeholder relations.
- Minimum three years of budget development, budget management, and grant administration experience.
- Strong organizational, communication, interpersonal, and supervisory skills.
- Ability to work independently and manage confidential information.
- Proficiency with Microsoft Office applications, including Word, Excel, calendaring, publishing, and other office software.
- Ability to maintain accurate records, prepare statistical reports, and operate standard office equipment.
- Strong customer service and telephone etiquette skills.
- Knowledge of Education Division operations preferred.
- Experience working with Native American communities and demonstrating cultural sensitivity preferred.
- Ability to assist with data collection, reporting, policy interpretation, quality assurance, and departmental planning.
- Valid driver's license and eligibility for Mille Lacs Band insurance coverage.
- Must pass a background check and pre-employment drug and alcohol screening.

## CONTACT INFORMATION

Mille Lacs Band of Ojibwe HR Generalist  
[hr@millelacsband.com](mailto:hr@millelacsband.com)

**APPLY THROUGH EMAIL**