



JOB ANNOUNCEMENT

Job Title: Administrative Assistant (Academics & Student Affairs-Services)
Division: Academics and Student Affairs-Services (ASAS)
Reports to: Dean, Academics & Student Affairs-Services
FLSA Classification: Exempt (full time)
Supervises: No

POSITION BRIEF

California Indian Nations College (CINC) announces the position of **Administrative Assistant to the Dean, Academics & Student Affairs-Services (AA-ASAS)**. The **AA-ASAS** provides high-level administrative support by performing a variety of essential tasks. Responsibilities include conducting research and preparing reports; recording, transcribing, and distributing meeting minutes; and monitoring, screening, and responding to communications which may be of confidential nature, including emails and phone calls. The **AA-ASAS** manages incoming calls, greets and assists visitors, and serves as a liaison with both internal staff across all departments and levels, as well as external clients and partners. This role also involves coordinating project-based workflows, supporting ongoing initiatives, and reviewing administrative procedures to recommend or implement improvements as needed.

ABOUT CINC

California Indian Nations College is an exciting opportunity! We are an emerging tribal college, chartered by the Twenty-Nine Palms Band of Mission Indians, with a curriculum that incorporates Native culture, language, and values. The College is currently pursuing institutional accreditation and once completed, it will be the only accredited tribal college in the State of California. With the support of local Tribes, the College of the Desert, the University of California, Riverside, and Native American educators and community members, we are growing faster than we could imagine!

We aim to continue this momentum with the inclusion of highly-skilled, experienced, and motivated individuals who can help us do a nearly impossible task: build the College from the ground up. CINC needs creative individuals with the ability to excel at their positions and engage with students from a wide range of academic skills and backgrounds.

CINC is currently located in Palm Desert, California, in the heart of Southern California Indian Country. Multiple reservation communities are nestled in the Coachella Valley among the backdrop of the Santa Rosa and San Jacinto mountains in central Riverside County and San Bernardino County.

APPLY

California Indian Nations College is looking for highly qualified individuals. Only those who meet the minimum qualifications will be considered for the positions below. Please apply on our website <https://cinccollege.org/>

See the job description below:



JOB DESCRIPTION

Job Title:	Administrative Assistant (Academics & Student Affairs-Services)
Department/s:	Academics & Student Affairs-Services
Reports to:	Dean, Academics & Student Affairs-Services (ASAS)
FLSA Classification:	Exempt (Full-time)
Supervises:	No
Created / Updated:	June 25, 2025

POSITION OVERVIEW

The **Administrative Assistant to the Dean, Academics & Student Affairs-Success (AA-ASAS)**. The **AA-ASAS** will provide high-level administrative support to the Dean, with a significant range of assignments that are complex and which may be of confidential nature, and where considerable judgment and initiative are required in resolving problems and making recommendations.

The **AA-ASAS** provides high-level administrative support by performing a variety of essential tasks and would consist of daily briefings with the Dean, and calendar management. The **AA-ASAS** will support the Dean in various campus committees, including, but not limited to agenda management, planning and/or scheduling meetings, conferences, and assisting in the management of all ASAS projects with assistance in creating posters and flyers. This includes clerical tasks to support departmental activities and events, including but are not limited to preparing meeting agendas, taking meeting minutes, disseminating information, copying, filing, organizing, and processing/signing incoming and outgoing deliveries reports. The **AA-ASAS** will serve as the first point of contact and subject matter expert for travel, procurement, reimbursements, and policy. Manage inventory and logs for departmental supplies and insignia items and responsible for record/file management.

Responsibilities also include conducting research and preparing reports; and monitoring, screening, and responding to communications, including emails and phone calls, and serve as a liaison with both internal staff across all departments and levels, as well as external clients and partners. This role also involves coordinating project-based workflows, supporting ongoing initiatives, and reviewing administrative procedures to recommend or implement improvements as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Manages the calendar for the Dean, including scheduling meetings, responding to requests, and preparing daily calendars and meeting files with background materials.
- Coordinates meeting logistics such as location, catering, equipment, guest lists, and invitations.
- Arranges and processes travel for the Dean.
- Serves as a liaison for the Dean with tribal, public, government, and community leaders, as well as faculty, staff, and administrators.
- Composes and prepares professional correspondence, documents, and reports.
- Reviews and prioritizes incoming communications; flags urgent items, tracks deadlines, and ensures timely follow-up.

- Takes professional notes at meetings, conferences, seminars, retreats; transcribes and distributes meeting summaries and materials.
- Conducts high-level research, prepares reports, creates presentations, and supports project-based assignments in collaboration with leadership.
- Assists in planning and coordinating events sponsored by the IDA/SS and may represent the office at such events.
- Provides high-level administrative support on sensitive and confidential matters, including those involving personnel, students, and the Office of the President (OOTP).
- Coordinates scheduling with the OOTP, working closely with the administrative and OOTP staff.
- Supports office workflow and project coordination with internal staff.
- Manages the office's Records Management System by creating, filing, and retrieving documents as needed.
- Ensures office technology and supply needs are met.
- Submits regular reports to the Dean as necessary (weekly, monthly, quarterly, and annual).
- Maintains a professional demeanor while promoting the College's mission and values.
- Ensures compliance with College policies, procedures, and standards.
- Able to work outside traditional business hours as needed.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Long-term employment is contingent upon the successful completion of a 180-day probationary period. To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. Exhibit skills in accurate record keeping with strict attention to detail. Skills in communicating effectively and professionally using tact and diplomacy with a diverse population. The qualifications listed below represent the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and/or Experience

- Basic knowledge of organizational, administrative, and management principles, with the ability to analyze problems, develop solutions, work independently, communicate effectively, and produce clear and concise written reports.
- Associate degree from an accredited college or university and at least four (4) years of progressively responsible administrative support experience in roles such as administrative assistant, executive assistant, or similar;
OR
- A combination of education and experience that demonstrates the applicant possesses the knowledge, skills, and abilities required for the position.

Required Technical / Other Skills and Abilities

- Ability to work independently
- Apply sound judgment in solving a wide range of problems; develop practical and thorough solutions; make decisions both of commonplace and unusual work situations
- Maintain confidentiality of sensitive matters
- Develop nonstandard applications and systems; coordinate work and projects, evaluate and set work priorities, schedule, assign, and review work against standards; make constructive recommendations for modifications or improvements

of methods, procedures, techniques, technology or programs; independently interpret and apply policies, rules, regulations, and procedures required of and germane to the College

- Sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of tribal and community colleges; be open and approachable; effectively and positively represent the College to external and internal customers; establish and maintain cooperative working relationships within a diverse multicultural environment
- Advanced ability to quickly learn, interpret, and apply sound judgment in the interpretation and application of complex organizational policies and procedures
- Mastery of other office skills, including budget management and record keeping. Ability to utilize software applications
- Excellent interpersonal, written, presentation, and oral communication skills, delivered in a manner appropriate to the audience
- Ability to establish priorities, organize, schedule, and complete tasks independently.
- Positive and professional attitude
- Event management includes and is not limited to planning, calendaring, and coordinating event logistics including post event management.
- An entrepreneurial approach in supporting the growth of the College
- Valid driver's license and accessibility to transportation.

PREFERRED QUALIFICATIONS

- Experience with tribal communities and tribal education
- Bachelor's degree
- Five (5) years administrative support experience to an executive in education
- Proficient in using enterprise management systems, Microsoft Professional Suite—especially PowerPoint, Word, Excel, and Google applications, such as calendar, email, forms.

PHYSICAL DEMANDS

The physical demands described on the attached "Physical Demands of Position" chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached "*Physical Demands of the Position*".

CONFIDENTIAL INFORMATION

This position has access to confidential information.

TRAVEL

This position will require travel.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity/Affirmative Action Employer; the College maintains a policy which prohibits the discrimination and harassment on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, ancestry, and any other protected characteristics. If you need special accommodation for the application process, please contact Human Resources. In compliance with Title IX, CINC does not discriminate on the basis of sex in its educational programs or activities.

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to College needs.

<i>Signed – Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Incumbent, Supervisor, Personnel File