



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: History Center Administrative Assistant

DEPARTMENT: Administrative & Office Staff

LOCATION: Offsite – Wichita Tribal History Center

REPORTS TO: History Center Director

JOB SUMMARY:

Administrative Assistant will be responsible for tourism liaison, interfacing with visitor inquiries, assist in the preparation of brochures, marketing, and public relations for the Wichita Tribal History Center. Office managerial and clerical support will also be provided to the History Center Director.

CORE DUTIES AND RESPONSIBILITIES:

1. Provides administrative and clerical support to the History Center Director for the Wichita Tribal History Center.
2. Initiates tourism marketing networking, attend regional tourism meetings and serve in an outreach capacity between the Wichita and Affiliated Tribes and the tourism industry.
3. Oversees the design, content, printing, and distribution of promotional or marketing pieces, such as the tourism brochure, museum brochure, and the entrepreneurial directory.
4. Provides administrative and clerical support, inclusive of filing, photocopying, answering telephones, answering visitor questions, and preparing correspondence.
5. Mails information packets to prospective visitors.
6. Assists in the preparation of proposals. Compiles budgetary information and produce financial reports for the program.
7. Manages tribal gift shop and all related activities including ordering and selling merchandise, display and pricing of merchandise, and maintaining an accurate and current inventory.

8. Operates the POS system and assisting patrons with gift shop sales.
9. Maintains daily receipts and prepares monthly and annual sales (revenue) and expenditure reports.
10. Prepares and submits cash deposits from proceeds of Gift Shop sales as received and according to financial policy and procedure.
11. Prepares travel arrangements for History Center staff. Prepares travel authorization and processes payment request. Confirms hotel reservations and flight arrangements with Accounting Liaison. Prepares Travel Expense Report to ensure travel is properly closed out.
12. Orders necessary supplies and equipment. Submits requests for payments and attaches all required supporting documentation. Delivers and/or mails payments to vendors.
13. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess an Associate's Degree from an accredited college/university in Business Administration, Management or related field; or equivalent experience with successful completion of management and/or administrative skills training from an accredited post-secondary institution.
2. Must have had at least two (2) years of work experience in a museum, or in work directly related to the duties and responsibilities specified.
3. Prefer individual with an above average knowledge of the Wichita culture, tradition, custom, and language.
4. Possess bookkeeping and accounting skills and/or work experience.
5. Must possess skills in communication, both oral and written, and have the ability to establish and maintain a working relationship with individuals regarding language and culture.
6. Have the ability to understand and follow complex, detailed technical instructions.
7. Be computer literate and able to operate software for letter processing, spreadsheets, and databases.
8. Must have the ability to organize and maintain clear and concise records.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a POS system, computer, printer, calculator, copy machine, telephone, photographic equipment, etc. While performing the duties of this job, the employee is frequently required to stand; walk; reach; climb or balance; stoop; kneel; crouch or crawl. The employee must frequently lift, carry, and move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Preference for employment shall be given to Wichita Tribal members, descent, relation then qualified Indian applicants. This position may work outside of the normal work week. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

CHIEF OPERATIONS OFFICER

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.