

PART TIME ADMINISTRATIVE POSITION

THE HOUSING AUTHORITY OF THE IOWA TRIBE OF KANSAS AND NEBRASKA IS ACCEPTING APPLICATIONS FOR A PART TIME ADMINISTRATIVE ASSISTANT. THIS WILL BE A PERMANENT PART-TIME POSITION (20) HOURS PER WEEK AND SOMETIMES MORE. APPLICANT MUST BE WILLING/ABLE TO WORK A FLEXIBLE SCHEDULE, NO NIGHTS OR WEEKENDS WILL BE INVOLVED. APPLICANT MUST POSSESS COMPUTER SKILLS AND HAVE KNOWLEDGE IN QUICKBOOKS, MICROSOFT WORD, EXCEL AND NATIVE AMERICAN PROGRAMS. APPLICANT MUST BE PEOPLE ORIENTED AND BE ABLE TO INTERACT WITH THE PUBLIC. APPLICANT WILL BE REQUIRED TO TRAVEL FOR TRAINING ON INDIAN PROGRAMS. MUST HAVE A VALID DRIVERS LICENSE AND RELIABLE TRANSPORTATION. APPLICANT WILL BE REQUIRED TO PASS A DRUG TEST UPON BEING HIRED. DIRECT ALL QUESTIONS TO BRAD CAMPBELL, EXECUTIVE DIRECTOR BY CALLING 785-595-3380. APPLICATIONS MAY BE PICKED UP AT 117 N. T STREET IN WHITE CLOUD, KANSAS. OPEN UNTIL POSITION IS FILLED. INDIAN PREFERENCE WILL BE USED IN THE HIRING PROCESS TO THE GREATEST EXTENT FEASIBLE.