



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Erickson

JOB ANNOUNCEMENT

Title: Adult Basic Education Paraprofessional
Location: White Earth
Pay: \$22.51/hr.

Benefits: Full

Open: 12-09-24
Close: Until filled
Status: Full Time

The White Earth Reservation Business Committee is seeking a qualified candidate to assist and is responsible for assisting with administrative, clerical, and instructional duties for the ABE program. Responsibilities include both office manager and paraprofessional duties. The Paraprofessional is critical to ensure that students meet goals and that the program meets performance outcomes.

Position Outcomes:

- Advising, Mentoring, and Counseling.
- Provide reminder calls and/or electronic messages for upcoming classes or appointments.
- Provide specific guided mentoring to students as needed and requested by program Manager.
- Support students to promote attendance and progress as assigned by Program Manager.
- Recognize and reward student success consistently, specifically, and formally when appropriate.
- Participate in planning and promoting graduation and awards ceremonies.
- Assist Program Manager with community outreach and act as a representative of the program in the community.
- Opportunities to spread information about the program and services to potential students and partners. Update and maintain standardized assessment data and NRS levels.

Knowledge, Skills and Abilities:

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and procedures and terminology.
- Knowledge of active listening, giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- Knowledge of selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Knowledge and ability to convey information effectively to groups or one-on-one with staff, communicating effectively in writing through routine reports, correspondence, and procedure manuals.
- Knowledge of time management is one's own time to meet programmatic deadlines.
- Knowledge and ability to combine and analyze pieces of information to assist staff in learning and problem solving. Communicating effectively in writing through routine reports, correspondence, and procedure manuals.
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- Knowledge and ability to organize data and produce student reports.

Qualifications:

- High School Diploma or GED and associate's degree or equivalent experience or working towards degree.
- Proficient in administrative and clerical procedures and systems such as managing files and records and word processing, specifically Word, Excel, email systems, and databases.
- Valid MN Driver's License and insurance for travel between sites and other business-related destinations.

Mail Applications to:
White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591
Download applications at: www.whiteearth.com