

**Sisseton Wahpeton College**  
**Dakota Studies Program**

**Title:** Office Manager  
**Reports To:** Dakota Studies Program Director  
**Status:** Full-time (40 hours)  
**Tour of Duty:** Monday – Friday 8:00 am to 4:30 pm

**Summary**

The Dakota Studies Department Office Manager will work at the front desk of the Department of Dakota Studies.

**Responsibilities/Duties**

1. Greeting visitors at the front desk.
2. Answering inquiries about the department, via telephone or email.
3. Organizing department events.
4. Shopping for food or ordering food.
5. Creating paper flyers or online advertisements, to advertise department events.
6. Ordering office supplies.
7. Ordering supplies for department activities.
8. Managing the finances of the department, which may include but is not limited to:
  - Managing receipts, and submitting receipt reimbursement forms;
  - Submitting forms for elders' honoraria;
  - Arranging conference travel for staff;
  - Keeping track of grant budgets.
9. Assisting with community outreach.
10. Performs other duties as assigned.

**Minimum qualifications**

- A.A. degree.

**Desired qualifications**

- B.A. degree in business, accounting, or related field.
- Basic proficiency in the Dakota language.