

Administrative Assistant to the Director

What is The Indian University of North America®?

The Indian University of North America® of Crazy Horse Memorial® offers distinctive academic programs in partnership with select institutions of higher learning. The programs are credit-bearing and are strategically designed and taught from an indigenous lens. The Indian University of North America® is recognized by the Higher Learning Commission as an approved and accredited instructional location and degree site through its partnerships. The programs and the accompanying signature Student Success Coaching guide Native students in gaining access to college, and in persisting and completing college.

Crazy Horse Memorial Foundation is a 501c3 Public Charity of International scope that is a cultural, educational and humanitarian project dedicated to the Native American Indians of North America. Crazy Horse Memorial Foundation is located in the Black Hills of South Dakota.

The Indian University of North America® of Crazy Horse Memorial® is currently seeking a qualified individual for the position of **Administrative Assistant to the Director** to assist with the Universities Office operations. This position provides administrative support to the University under the direction of the Director. This person will manage phone calls, process mail and packages, maintain select files, order office supplies, perform data entry, and provide a full range of administrative support. The successful candidate must be able to maintain a high level of confidentiality, possess strong grammar, writing and communication skills, be highly organized, have strong time management skills and perform multiple tasks simultaneously and be able to meet project deadlines.

This position is full-time, year-round at 40 hours per week with some Evening, Holiday & Weekends and some overtime. Compensation for this position is competitive for the region. This is an hourly position with the benefits associated with full-time, year round employment, which include medical, dental, optical, and AFLAC insurances, Paid Personal Leave, and a retirement plan.

Applicant must be proficient with Microsoft Office including, Word, Excel, and PowerPoint. A High School diploma or equivalent is required; an Associates in Business Office or Business Management is preferred. Individuals interested in the position should have good verbal, written, and interpersonal skills. The right individual for the position will have the ability to work with the public effectively and with positivity.

Applicants may apply by submitting a cover letter and resume to: hr@crazyhorse.org or apply online at <https://crazyhorsememorial.org/dream/employment/open-positions/> or mail a cover letter and resume to:

Human Resources Manager

Crazy Horse Memorial Foundation

12151 Avenue of the Chiefs

Crazy Horse, SD 57730-8900