

Sisseton Wahpeton College
Administrative Offices

The Administration Department within the Sisseton Wahpeton College has the following position open:

POSITION OPEN: One (1) Executive Administrative Assistant to the President and Vice President of Academic Affairs

SALARY: D. O. E.

CLOSING DATE: Open until filled

An AA degree or higher in Business Administration is preferred. Previous experience as an Administrative Assistant is helpful.

Duties would include assisting the College President and Vice President of Academic Affairs by providing clerical and secretarial skills. Good time management, organizational, and verbal and written communication skills, are essential.

APPLICATION PROCESS:

1. Complete a SWC application for employment.
2. Resume
3. Three (3) letters of reference.

Send to:
Human Resources Department
Box 698
Sisseton, SD 57262
(605) 698-3966 extension 1105