

Position Description



Title: Summer Administrative Assistant	Location: Bemidji, Minn.
Division: Language Villages	Supervisor title: Finance Director
Department: CLV - Finance	Date: December 15, 2025
Number of months: up to 3	FTE: 0.04
Org Code:	
General employment period: June-August	
General work schedule (days of the week): up to seven days per week, 40 hours per week	
General shift hours: hours will vary day-to-day with a maximum of 40 hours per week	
Minimum salary: \$11.41 per hour plus room onboard	
FLSA status (determined by HR review): Non-exempt	
Position # (determined by HR review):	

The following are essential functions of this position and not intended to be all -inclusive. An employee may be directed to perform other reasonable job duties and responsibilities. The College reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Position summary

While working with the Finance Coordinator, the Village Administrative Assistants will assist the finance and retail departments and provide some support to the human resources and transportation teams by ensuring required business and administrative tasks are completed throughout the Language Village programs. In addition, the Village Administrative Assistants will serve as mentors for the Village Office Interns who are fulfilling related duties and educational tasks within a specific village.

Position responsibilities

- Manage purchasing systems and maintain records of all expenses and program budgets.
- Oversee Village bank and stores, including tracking of Village currency, villager account funds, store set-ups and stock levels, etc.
- Communicate with villager families regarding outstanding balances and financial matters.
- Complete financial and retail reports.
- Drive villagers and staff in a Village van or car, when necessary, maybe around the Village or into the nearby town.

General Responsibilities and Essential Functions

The following responsibilities apply to all Concordia Language Villages positions and are considered essential in addition to the position-specific duties outlined above.

General Responsibilities for All Positions

- Be familiar with and abide by specific policies set forth in the “Personnel Policies,” which are designated by Concordia Language Villages administration and individual Village deans.
- Read and become familiar with the responsibilities for your specific area of assignment.
- After receiving your Staff Handbook and other material, read all the information carefully and thoroughly before arriving at the Village.
- Report to orientation prior to your first session as designated by your staff agreement.
- Assist with setting up the Village, preparing for the next session, and maintaining the Village throughout the session.
- Speak the target language with villagers and staff members as much as possible.
- Live in community living arrangements, assigned according to gender; nearly all positions include living and sleeping in a cabin or other housing unit with villagers (participants) of the same gender; positions that do not include living with villagers do include living with other staff members of the same gender.
- Be prepared to use shared bathroom facilities assigned according to gender; shower and toilet stalls are private but situated within common bathroom areas shared with other staff and villagers.
- Model standards for behavior and be sensitive to the health and welfare of the villagers.
- Remain one day after your final session for cleanup, inventory, and evaluation of the program.
- Be at least 16 years of age to be considered for a staff position.
- Be at least 18 years of age to be considered for a staff position if you are not a United States citizen.

Essential Functions of All Positions

- Emotional resiliency and cognitive abilities to carry out job responsibilities specifically in the busy, noisy, communal environment that is the Village.
- Ability to establish and maintain appropriate professional relationships.
- Ability to exercise good judgment and manage your own needs in order to maintain a youth-centered program.
- Interpersonal skills to interact effectively with individuals and groups in respecting social and cultural diversity and to maintain appropriate boundaries.

Provision of essential functions helps assure compliance with the Americans with Disabilities Act (ADA).

Reporting relationships

Leadership: Director of Finance

Leadership provided to: N/A

Specifications

Minimum Education/Experience:

- Fluency in English
- Valid driver's license and insurable driving record

Skills and abilities:

- Excellent recordkeeping skills and attention to detail
- Ability to take direction from multiple areas and balance the needs of various departments within the organization
- Proven customer service skills
- Strong interpersonal skills, ability to effectively communicate, and work as a team.
- Demonstrates maturity & good judgment
- Exhibits ability to oversee and mentor peers
- Demonstrated flexibility in adapting to changing situations

Preferred Qualifications:

- Six months office or administrative experience
- Availability June 7, 2026 – August 16, 2026
- Experience working at the Concordia Language Villages

Employment requirements:

General Background Check

DOT MVR Check

Essential staff position meaning, this position is determined to be essential to the operation of the college during times of emergency or when the College may be closed for various reasons. Hence, this position could be expected to remain on duty or, if not on duty, to report for duty when such emergencies or other closings occur. Is this an essential staff position? **Yes**

Physical/Mental/Visual Requirements

Physical and environmental job requirements	Amount of time			
	Rarely	Less than 1/3 (Occasionally)	1/3 to 1/2 (Frequently)	More than 2/3 (Constantly)
Physical requirements				
Sitting – required to sit for extended periods of time without being able to leave the work area.	X			
Standing – required to remain on feet in an upright position for continuous periods of time without being able to leave the work area.				X
Walking – required to walk considerable distances in the facility during the course of work.				X
Lifting – required to raise or lower objects from one level to another regularly.				
Up to 10 lbs			X	
11-20 lbs			X	
21-30 lbs			X	
31-50 lbs		X		

51-75 lbs (team lift as appropriate)		X		
76-100 lbs (team lifting required)		X		
Carrying – required to carry objects in arms or on the shoulder.			X	
Pushing – required to exert force up to ___ lbs so that an object can be moved away.		X		
Pulling – required to exert force up to ___ lbs so that an object can be moved towards employee.		X		
Climbing – required to climb and work in overhead areas.		X		
Balancing – required to move between objects or work in overhead areas.		X		
Stooping – required to bend forward by bending at the waist.		X		
Kneeling – required to move or support self on knees.		X		
Crouching – required to bend the legs or spine.		X		
Crawling – required to work in confined space and move about on hands and knees.		X		
Reaching – required to use hands and arms to reach for or place objects.		X		
Feeling – required to discriminate between varying textures.		X		
Grasping – required to pick up objects with fingers.		X		
Repetitive Motion – required to perform same movement.		X		

Eye, Hand, Foot Coordination – required to coordinate the eyes, hands, feet with each other in response to visual stimuli.		X		
Motor Coordination Skills – required to coordinate eyes, hands and fingers rapidly and accurately and handle precise movements.		X		
Color Determination – required to identify colors through vision.		X		
Near Acuity – required close, clear vision with or without correction.		X		
Depth Perception – required to distinguish depth.		X		
Tasting – required to distinguish differences in quality of flavors using the tongue.		X		
Smelling – required to distinguish differences in quality or type of odors using the nose.		X		
Workplace Environmental Conditions				
Noise Conditions – exposed to sound levels sufficient enough to cause hearing loss or fatigue.		X		
Extreme Heat – exposed to high temperatures that result in significant body discomfort.		X		
Extreme Cold – exposed to low temperatures that result in significant body discomfort.		X		
Vibration – exposed to repetitive vibrations.		X		
Atmospheric Exposures – exposed to dusts, fumes, vapors or mists that could affect health.		X		

Other				

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position. Position description is open to changes at any time as determined appropriate by management.