Visual & Performing Arts – Part-time Administrative Assistant

Qualifications:

- 60+ college credits, Associate’s degree, specialized training or certification in related area, or three or more years of related and commendable work experience.
- Advanced knowledge of office procedures, data and/or document processing functions.
- Outstanding customer service, multi-tasking, time management, organization, and interpersonal communications skills.
- Exceptional ability to build and maintain effective working relationships and interact professionally with others.
- Proficiency in MS Office Suite of Applications or departmental automated systems.
- Work well independently and in a team environment.
- Demonstrated ability to take initiative, use good judgment, follow through on assigned tasks, and maintain confidentiality.
- Commitment to professional development.

Essential Function:
Within established department procedural guidelines, the incumbent performs advanced and complex administrative support or data processing functions to complete assigned duties and comply with University policies and external agency regulations. Essential job functions may include, but are not limited to the following:

- Perform advanced data and/or document processing functions in automated systems to meet departmental performance objectives; create and/or change electronic records.
- Prepare and distribute documents according to specified requirements.
- Respond to walk-in, e-mail and telephone inquiries.
- Make travel arrangements, manage itineraries and prepare expense reports.
- Maintain an organized office; and protect sensitive/confidential information.
- Access, retrieve and store documents according to established file systems.
- Plan and coordinate special events.
- Prepare and distribute mass mailings and/or departmental reports.
- Perform general business and banking transactions, i.e., manage cash receipts, prepare bank deposits, purchase orders, account reconciliation, and accounts and receivables.
- Complete special or cyclical projects and additional tasks that reflect the nature of the actual work assignment.
**Working Conditions:**
Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environment conditions: protection from weather conditions but not necessarily from temperature changes.

**Physical Demands:**
Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.