

Posted: 09/10/2019

Hourly rate \$10.25

Status: Part-time- 20 hours a week



The Orma J. Smith Museum of Natural History at The College of Idaho invites applications for a **Museum Administrative Assistant**. The qualified candidate will provide administrative support, customer service, and coordinate office operations and routine activities for the Museum under general supervision. This position will serve as the contact within the campus community as well as external customers for the Museum. With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an inclusive community of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

Responsibilities include:

- Perform routine administrative support duties for the Museum, including but not limited to:
 - Screen and direct calls; Greet visitors; Respond by telephone or correspondence to frequent inquiries regarding the Museum;
 - Schedule meetings or special events; Prepare event arrangements, announcements, agendas, etc.;
 - Collect and distribute mail; Process invoices and Gift Shop payments (including credit cards);
 - Maintain transaction records and help with stock inventory in the Gift Shop;
 - Order office and curatorial supplies;
- Liaison with Facilities regarding building issues and maintenance needs, etc. Assist Museum Director with various projects and activities.
- Prepare, proofread, and distribute a variety of documents such as correspondence, spreadsheet or database reports, Museum brochures and flyers, event specific programs, etc.

Requirements:

- High school diploma or equivalent; college degree preferred
- Minimum of one year experience in an office environment, with clerical experience
- Excellent communication skills, both oral and written, in English
- Proficiency with Microsoft Office suite; understanding of basic database operation
- Ability to work an occasional evening and Saturdays
- Ability to interpret, explain and apply policies
- Excellent interpersonal and relationship skills to support multiple personalities in a professional manner
- Ability to effectively present information one-on-one and in small group situations to a diverse group of students, staff, faculty and the general public.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin immediately. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.