

Posted: 12/23/2021

Hourly rate \$12.33

Status: Part-time- 25 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, assist visitors, 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 visitors for the Museum. With over 125 years of history, [The College of Idaho](http://www.collegeofidaho.edu) 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 routine inquiries regarding the Museum; help keep Museum Web Page current
 - Schedule meetings or special events; Prepare event arrangements, announcements, agendas, etc., may record meeting minutes
 - Collect and distribute mail
 - Manage Gift Shop, maintain transaction records, order and stock inventory, process payments (including credit cards), work with Communications Office to keep Gift Shop web site current
 - Order office and curatorial supplies, process invoices;
- Liaise with Facilities Department 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, Museum Annual Reports, etc.
- Oversee students and student projects in the Museum, including work-study, volunteers, classes, etc.
- Outside/weekend duties (e.g., Monthly Museum Workdays, occasional tabling events, etc.)

Requirements:

- Minimum of one year of 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 occasional evenings 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.
- College degree preferred, but not required
- 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. Review of applicants will begin on January 10, 2022 and continue until the position is filled. 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 through a diverse and inclusive workforce.