JOB DESCRIPTION

POSITION TITLE: Administrative Support I – Part Time – 14 ½ hrs per week

JOB CLASS: Staff

SUPERVISOR: Museum Director

CLASSIFICATION: Part time

LOCATION: Deland

SUPERVISORY: Work Study

DEPARTMENT: Gillespie Museum

POSITION OVERVIEW:
Under general supervision of the Museum Director, the administrative support staff performs clerical and administrative duties related to the operations and development of the university’s earth science museum. Work involves the exercise of initiative, independent judgment, discretion in various duties and interaction with multiple groups, including campus administrators and staff, museum visitors and members, faculty, and student staff.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The position requires initiative and strong organizational skills to complete short-term tasks efficiently and to support long-term planning. The candidate must have strong interpersonal, communication, and problem-solving skills; the ability to multi-task; and the capacity to work with a wide array of people in support of the missions of the museum. Must be able to prepare written communications with little oversight. Strong skills in Microsoft Office Suite (including Word, Publisher, Excel, PowerPoint) are required; knowledge of university-wide systems for accounting, web communications, etc. (such as Banner or Web Garage) is highly desirable. A bachelor’s degree is required; or a minimum of five years of experience in responsible administrative support or an equivalent combination of training and experience, preferably in a similar position, managing daily operations of a museum, academic department, or similar non-profit operation.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
Office management: Orders and maintains inventory of office supplies and museum supplies and shop inventory; manages memberships; coordinates maintenance of facilities and office equipment; maintains museum calendars; assists in managing room reservations, work study assignments, and museum guide schedules; maintains financial records and files.

Communication: Answers telephone calls and e-mail inquiries; occasionally serves as a point of contact for museum visitors; serves as liaison to other departments, including the Dean’s Office, the Provost’s Office, Facilities Management, Public Safety, Warehouse, Housekeeping, and outside vendors; assists in development of museum publications (electronic and print); assists in social and on-line media outreach; communicates with University Marketing to maintain the museum website.

Budget: Assists in orders, purchases, and financial records of the museum budgets; maintains histories of expenditures and revenues on a monthly basis; assists in managing departmental and grant expenditures; submits purchase orders and check requisitions.

Supervisory responsibilities: Assists museum director in supervision of museum guides and interns.
APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu.
Complete application, available online.

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