



Sparking wonder and curiosity about our world through hands-on science experiences

Position Title: Administrative Assistant (20 – 28 hours per week)

Come join our Admin team! The part-time Administrative Assistant is responsible for professionally, promptly and confidentially assisting in all matters that come to the Office of the President. The Administrative Assistant must be comfortable communicating with a wide range of individuals including McWane Science Center staff, guests, donors, board members and the business community. This position will also coordinate the activities of the two Boards and their committees as well as activities of the senior management team. This position is also responsible for record-keeping, budgetary and clerical duties.

Accountabilities and Major Duties

- 1. Organize the Office of the President:** Ensure matters coming to the Office of the President are handled in a timely and professional manner. Handle requests for information, plan meetings, maintain calendars and make travel arrangements. Produce reports and presentations as needed. Keep thorough, logical and easy to access records. Order products and services. Complete purchase orders and check requests in a timely manner. Assist with the preparation of the administrative budget. Prepare records for annual audit. Troubleshoot problems that occur in the President's absence. Communicate situations that may impact the organization to the President.
- 2. Assist the President in executing fundraising strategies:** Liaison with the Development department on the logistics of fundraising activities involving the President. Prepare documents, schedule meetings and events for President's fundraising activities.
- 3. Assist the President in activating board members:** Duties as assigned.
- 4. Organize the Boards:** Ensure that any matter coming to the Board of Trustees and the Endowment Board is handled in a timely and professional manner. Coordinate activities of Board committees. Produce manuals, reports, documents and minutes as needed. Ensure that Board records are maintained in a way that is thorough, logical, and easy to access.
- 5. Organize the staff:** Assist with the organization of staff meetings, senior management meetings and retreats. Maintain and distribute key documents as needed. Assist with effective communication between the Office of the President and the staff.
- 6. Manage projects:** Organize and manage projects for the President as needed.

Minimum Qualifications

1. Undergraduate degree is required or a combination of comparable work experience and college.
2. Strong oral and written communication skills required.
3. Highly skilled in Microsoft Office products: Word, Outlook, Excel, PowerPoint preferred.
4. Strong organizational, decision-making and planning skills.
5. High level of initiative.
6. Ability to work well with others as a team member.
7. Ability to maintain effective working relationships with Board members, senior management members, employees and the general public.

8. Ability to maintain focus and accuracy amid numerous interruptions.
9. Must possess a valid Driver License that is subject to acceptable annual motor vehicle reports.
10. Must provide verification of valid minimum personal vehicle liability insurance as required by State law.

Minimum Physical Qualifications

1. Visual acuity and hearing.
2. Light lifting.
3. Ability to sit for extended period of time.
4. Ability to perform work utilizing a computer for extended periods of time.
5. Ability to drive a motor vehicle.

Benefits include FREE museum membership and IMAX Dome Theater screenings; discounts in our gift shop, camp program, IMAX theater and food service; and on-site parking.

We look forward to hearing from you!