

# Student Administrative Assistant

## **Position overview:**

This position will support the director in many aspects of museum operations including assisting with calendars, basic office operations, written communications, & donor engagement. No two days will be the same and the position will interact with all museum departments. Evening & weekend hours may be occasionally required. Rate of pay begins at \$12/hr with an average of 15 hours/week. Up to 40 hours/week may be available during breaks. During the initial training period, the position will be on-site & in person. After that training period, some remote hours may be possible.

The successful candidate will have a working knowledge of computer software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat; possess a willingness to learn, attention to detail, & excellent communication & organizational skills.

## **About the Pentacrest Museums:**

The University of Iowa Pentacrest Museums feature both permanent and changing exhibits, educational programming, historic research collections care, and special events at the Old Capitol Museum and the Museum of Natural History. We serve to strengthen the vital role of both Museums in the educational, research, & engagement missions of the University, enhancing the campus-wide focus & cultural diversity.

## **Administrative Assistant Job Responsibilities:**

- Provides administrative support to ensure efficient operation of office.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Assists with operational duties by scheduling and assigning administrative projects and tracking results.
- Carries out administrative duties such as filing, word processing, copying, scanning etc.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Ensures operation of equipment by submitting maintenance requests, calling for repairs, and maintaining equipment inventories.
- Assists with donor engagement.
- Provides information to museum staff & visitors by answering questions and requests.
- Contributes to team effort by accomplishing related results as needed.
- May include opportunities to assist with grant writing, exhibit research, analyzing information, social media activities, & event planning.

## **Applications may be sent via email to:**

Liz Crooks, Director  
UI Pentacrest Museums  
liz-crooks@uiowa.edu