

INSTITUTE OF AMERICAN INDIAN ARTS

JOB DESCRIPTION

TITLE: MFA PROGRAM ASSISTANT
DEPARTMENT: Academic Unit
CLASSIFICATION: Full-Time, Regular, 30 Hours A Week
REPORTS TO: MFA Director

SUMMARY OF RESPONSIBILITIES

Provides complex and highly sensitive office management and administrative support to the MFA Director. Relieves the MFA Director of routine administrative responsibilities and provides assistance to MFA mentors and students. Serves on IAIA committees as assigned and supports the mission, vision, and core values of IAIA.

ESSENTIAL POSITION FUNCTIONS

- Maintains twenty regular office hours per week.
- Manages telephone and email communications in a timely, courteous, and efficient manner.
- Assists the MFA Director in tracking the MFA budget.
- Produces timely requisitions, purchase orders, and check requests; works with the Finance Department to process; and maintains accurate financial records.
- Assists the MFA Director in tracking grant activities budgets.
- Serves as liaison to the Registrar's office, assisting with student registration.
- Serves as liaison to the Admissions Office, responding to needs for recruitment materials and tracking incoming applications.
- Maintains MFA Director's calendar.
- Attends meetings as assigned for note-taking purposes.
- Assists MFA Director in responding to questions of IAIA policy and procedure that need clarification.
- Develops and maintains MFA Directory of faculty and students.
- In concert with the Director, prepares contracts for visiting writers and faculty mentors.
- Prepares all travel and meeting arrangements for the MFA Director, MFA mentors, and Visiting Writers.
- Performs other duties as assigned.

REQUIRED EXPERIENCE AND EDUCATION

Proficiency in word processing, excel spreadsheets, computer applications (Empower, Financial Edge, and Canvas) required. Experience performing complex and responsible organizational duties required. Experience in high-level office management preferred. Willingness to explore and understand the MFA and professional writing cultures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of modern office practices and procedures.
- Ability to use standard office equipment.
- Computer literacy, including experience with all Microsoft Office Suite programs.
- Ability to prioritize work and juggle multiple tasks.
- Ability to maintain confidentiality.
- Willingness to take initiative.
- Ability to establish and maintain effective working relationships with all levels of personnel within the

Institute and with external constituents.

- Ability to communicate effectively orally and in writing.
- Ability to resolve conflicts in a constructive manner.
- Ability to adhere to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty; ability to follow directives; ability to adapt to changing work environments; ability to cooperate and work respectfully with others; ability to participate in pro-active problem solving; ability to focus on and regularly attend to job duties, ability to participate in meetings as required, and ability to refrain from engaging in rumors.
- Ability to maintain a cordial working environment and relationship with faculty, staff and students.
- Ability to demonstrate a pleasant, courteous, and professional attitude and presence.
- Ability to work well under pressure and play a vital role in the process of delivery of quality work in a timely manner.
- Ability to work with close supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely basis.

WORKING CONDITIONS

This job description does not list all the duties of this position. Supervisors or managers may assign other instructions and duties. The job evaluation will include assessment of your performance as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.