



TITLE: MARGARET A. CARGILL GRANT ADMINISTRATIVE ASSISTANT
DEPARTMENT: MAC-PHIL GRANT
CLASSIFICATION: Non-Exempt
REPORTS TO: MARGARET A. CARGILL GRANT DIRECTOR
SUPERVISES: NOT APPLICABLE
LAST UPDATE: February 2019
CLOSING DATE: May 5, 2019

SUMMARY OF RESPONSIBILITIES

Incumbent is responsible for providing a wide range of administrative support duties from the basic to the complex, related to the needs of the Margaret A. Cargill (MAC) Grant Director and designated personnel assisting in this grant-funded program. Incumbent will work closely with the MAC Grant Director to provide support for approximately 10- 15 Artists-in-Residence hosted by IAIA each year. Incumbent is also responsible for ensuring the smooth operational support of the faculty and other/related administrative needs. Incumbent supports the mission, vision and core values of the Institute.

ESSENTIAL POSITION FUNCTIONS

- Provide a wide range of administrative support from basic to complex for the MAC Grant Director, which includes but is not limited to the following tasks:
 - o Manage phone, emails, and appointment scheduling for the MAC Grant Director.
 - o Attend various committee meetings (as needed/requested); take notes, create and distribute minutes, upload minutes to the Learning Management System; coordinate room, food and AV equipment as needed for meetings.
 - o Assist the MAC Grant Director with administrative paperwork to include travel, monthly/annual reports, work orders, and ongoing budget updates.
 - o Perform data collection and data entry as required.
 - o Assist MAC Grant Director with special projects and work requests, which may include transcription, editing, proofreading.
 - o Assist the MAC Grant Director with tasks needed to support the Artist-in-Residence Program and the student summer internship Journey Home Program.
 - o Collaborate with MAC Grant Director and IAIA staff/faculty in creative problem-solving.
- Provide support for grant-funded programming operated by the MAC Grant Director, which includes but is not limited to the following tasks:
 - o Prepare contact lists and schedules for Artist-in-Residence participants, including travel arrangements and accompanying paperwork.
 - o Prepare contract paperwork.

- o Prepare Artist-in-Residence studio space and housing, arrange for cleaning and inspecting of Artist-in-Residence apartments, restock apartment supplies, computer and phone set-up, keys
- o Work closely with faculty to plan and execute public events for the Artists-in-Residence program, including space scheduling, catering, and coordinating advertising for events on social media, working with Marketing and Communications staff
- o Assist applicants for the grant-funded programs with their applications, including scanning and formatting images of artwork, transcribing applications over the phone for artists without internet/computer access, and answering public inquiries
- o Assist Artists-in-Residence as needed (i.e. copy material, arrange for copying of material for classes/events, assist artists with presentation materials (Powerpoint, Keynote, etc.).
- o Monitor orders and maintain office equipment and supplies for designated academic departments and Artist-in-Residence studio and apartment supplies.
- Maintain and ensure the accurate and timely management of IAIA's faculty and designated staff-related financial records, which includes, but is not limited to, the following tasks:
 - o Prepare purchase orders and check requisitions for supplies, and grant program
 - o Prepare contracts for guest artists/lecturers, Artists-in-Residence, Journey Home Internship students, and other independent contractors.
 - o Maintain excel database of requisitions and purchase orders as well as hard copy record books.
 - o Review relevant budget-to-actual reports with the MAC Program Director quarterly.
 - o As approved by the MAC Program Director, prepare memos to Financial Services for budget changes by line item.
 - o Complete other tasks as needed or assigned.

REQUIRED EXPERIENCE AND EDUCATION

Must possess a high school diploma and at least two years of responsible administrative support experience of comparable scope and complexity, OR an equivalent combination of directly related education/experience. Must have proven experience working in a fast-paced office environment of similar complexity/size.
 PREFERRED: AA Degree and/or prior experience working in an academic environment of similar size and complexity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work under general supervision, as well as the skill to begin projects independently, and to bring projects to conclusion on a timely basis;
- Solid hands-on experience of standard word processing and spreadsheet software; as well as other computer capabilities (Outlook, internet, etc.).
- Demonstrated experience and knowledge of general office procedures and usage of general office equipment (copier, fax machines, etc.).
- Ability to maintain current and accurate filing systems;
- Demonstrated and hands-on experience with standard budgeting processes (monthly budget reports), purchasing procedures (purchase orders, check requisitions, etc.)
- Ability and skill to communicate clearly and effectively verbally and in writing, using proper grammar, spelling and punctuation.
- Ability to establish rapport, interact and work successfully with a wide range of individuals including: guest artists-in-residence, faculty, students, staff, vendors, contractors and visitors.

- Ability to resolve operational, communication and/or interpersonal obstacles/conflicts in a respectful, professional and constructive manner;
- Adhere to appropriate standards of conduct and ethics, which includes but is not limited to:
 - confidentiality
 - integrity and honesty
 - following directives
 - exhibit the ability and flexibility to adapt to a dynamic and changing work environment
 - cooperate, collaborate and treat others at all time with dignity and respect
 - participate proactively in problem solving
 - attend to meeting/fulfilling job duties/responsibilities
 - participate in meetings as required.
- Must be able to demonstrate pleasant, courteous, and professional demeanor and presence at all times.
- Must have a clean driving record to be bondable to drive a company vehicle.
- Ability to complete other tasks/duties as needed or assigned.

WORKING CONDITIONS

- Work schedule will be set in agreement with the MAC Program Director.
- Ability to sit for extended periods of times, utilizing a computer work station.
- Must be able to effectively use all the office equipment listed and not listed in the job description.
- Ability to read and interpret basic to complex data/information/guidelines/ procedures, etc. related administrative support to a large and demanding academic staff.
- Must be able to carry and/or maneuver items weighing up to 25 pounds.
- Ensure the security and confidentiality of confidential/sensitive related data/information.
- Performance evaluation will include assessment of performance results of job duties as described herein.
- Management has the right to revise this job description at any time, with or without notice.
- This job description does not list all the duties of the job.
- The job description is not a contract for employment.
- Incumbent may be asked by supervisors or managers to perform other duties.