



Position Title: Education Administrative Assistant

Department: Education

Job Status Part Time

FLSA Status: Non-Exempt

Reports to: Director of Education and Experience

EEOC Job Classification: Administrative Support Workers Supervises: None

Work Schedule: 30 hours per week, with opportunity to flex up during busier timeframes.

POSITION SUMMARY

The Education Administrative Assistant position involves coordinating logistics for department programs, performers, and field trips. Additionally maintaining databases related to program and field trip registrations and departmental data, supporting the Education Department in running the department effectively through assisting in the daily operations.

ADA: REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. Reasonable Accommodations may be provided to enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL JOB FUNCTIONS FOR THE POSITION

- Assist with coordinating logistics (registrations, billing, scheduling, correspondence, procurement) for department programs, performers and field trips.
- Maintain correspondence to schools and community partners.
- Maintain databases relating to program and field trip registrations and department data.
- Assisting Supervisor in running the Education Department in an effective manner.
- Monitor department budget with Supervisor.
- Assist with department correspondence and reports.
- Support volunteer engagement as assigned.
- Attend department as requested.
- Assist with special events of the Children's Museum as requested.
- Serve on ad hoc committees as necessary.
- Perform other related duties as assigned by the department Supervisor or Executive Director.

POSITION QUALIFICATIONS

Competency Requirements (Check all that apply)

- | | |
|------------------------------|---|
| ✓ Accuracy | Ability to perform work accurately and thoroughly. |
| ✓ Communication | Ability to communicate effectively with others using the oral / written word. |
| ✓ Child-Oriented | Ability to take care of the children's needs while following company procedures. |
| ✓ Time Management | Ability to utilize the available time to organize and complete work within given deadlines. |
| ✓ Work Under Pressure | Ability to complete assigned tasks under stressful situations. |
| ✓ Analytical Skills | Ability to use critical thinking and reasoning to solve a problem. |
| ✓ Reliability | Ability to be dependable and demonstrate excellent attendance and punctuality. |
| ✓ Applied Learning | Ability to apply learned skills and experience to novel situations and circumstances. |
| ✓ Problem Solving | Ability to find a solution for or to deal proactively with work-related problems. |
| ✓ Customer Service | Ability to handle a wide range of people to maintain high customer service |

- ✓ **Computer Skills** Demonstrated use of Microsoft Office Suite and Computer Software.
- ✓ **Organizational Skills** Ability to organize and prioritize tasks and follow a systematic method to do tasks.
- ✓ **Accountability** Ability to accept feedback, take responsibility and be accountable for own actions.

Experience Requirements

Education High School Diploma
Certifications/Licenses Valid Driver’s License
Experience Previous classroom management and previous billing experience preferred.
Additional Requirements Must successfully pass a background check and drug screen; willingness to work flexible hours including evenings, weekends and holidays.

Physical Demands (Insert code for each)

N (Not Applicable) Activity is not applicable to this position
O (Occasionally) Position requires this activity up to 33% of the time (0-2.5 hours/day)
F (Frequently) Position requires this activity from 33% – 66% of the time (2.5– 5.5+ hours/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hours/day)

Physical Demands		Lift / Carry and Push / Pull	
Stand	F	Lift/Carry 10 lbs or Less	O
Walk	F	Lift/Carry 11 – 20 lbs	O
Sit	F	Lift/Carry 21 – 50 lbs	O
Manually Manipulate / Grasp	F	Lift/Carry 51 – 100 lbs	N
Reach Above Shoulder	O	Lift/Carry Over 100 lbs	N
Climb Stairs	O	Push / Pull 12 lbs or less	O
Crouch / Crawl	O	Push / Pull 13-25 lbs	O
Squat or Kneel	O	Push / Pull 26 – 40 lbs	N
Bend	O	Push / Pull 41 – 100 lbs	N
Other Physical Requirements		Work Environment	
Visual Acuity (see fine details)	C	Exposure to loud noises	F
Ability to Hear	C	Exposure to general public	F
Ability to Read / Write	C	Exposure to slick walking surfaces	F
Ability to Speak	C	Exposure to office equipment	F
Ability to Discriminate Color	F	Exposure to chemicals	N
Ability to use hand tools	O	Exposure to power tools/equipment	N

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.