

POSITION DESCRIPTION

JOB TITLE: FINE ARTS DEPARTMENT ASSISTANT – PART TIME

DEPARTMENT: FINE ARTS DIVISION

DIVISION: ACADEMIC AFFAIRS

SALARY: \$10.50/RANGE 2 **FLSA:** NON-EXEMPT

IMMEDIATE SUPERVISOR: FINE ARTS DIVISION CHAIR

SCHEDULE DETAILS: CLASSIFIED/PART-TIME

DATE OF LATEST REVIEW/REVISIONS: 2/1/21

Position Summary

Provide clerical support for the Fine Arts Division.

Essential Job Duties

Provide clerical support as needed for the Fine Arts Division, including but not limited to the following:

- Assist Division personnel with correspondence, mailings, communications with staff and students, arranging functions, oversight of projects, and other such duties as may be required.
- File correspondence and other documents as needed, including appropriate handling of confidential materials
- Key in a variety of documents, composing correspondence as directed and proofreading work for accuracy.
- Greet visitors and answer telephone in a courteous and professional manner; respond to questions accurately; and make business calls as necessary to students, college employees, outside agencies, etc.
- Create and maintain computer files (databases, spreadsheets, etc.) as needed to fulfill assigned responsibilities.
- Maintain the Longwell Museum catalog.
- Maintain the Longwell Museum website.
- Maintain the Fine Arts Division and Longwell Museum social media pages.
- Perform other related tasks as assigned by the Division Chair and staff.
- Manage Fine Arts Inventory.

Required Knowledge, Skills & Abilities

- Minimum of high school diploma or equivalent.
- Excellent written, communication, and organizational skills.
- Ability to key in documents or data efficiently and accurately and perform multiple tasks.
- Ability to establish and maintain professional conduct and positive working relationships with students, employees and community contacts.

Preferred Knowledge Skills & Abilities

- One year of full-time related work experience.
- Knowledge of general office procedures and filing.
- Ability to concentrate on assigned tasks and attention to detail.

Information Technology Abilities

- Operate Standard office computers and software; included but not limited to computers, copiers, telephones, scanner, and internal phone systems and email network.
- Ability to perform basic database functions using MS Access.
- Ability to maintain online calendar for division and Elsie Plaster events.
- Basic photography skills.

Positions Supervised

- None

Working Environment

- Generally, indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours, 19 hours per week, but adjustment of hours may be required from time to time.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A neat appearance and appropriate businesslike apparel are required.

Physical

- Sedentary office administration work involving sitting part of the time, also involves mobility within the office, campus, and external locations.
- Other activities require lifting up to 20 pounds, moving materials from one place to another may be required periodically.
- Input, access and distribute information-using computers.
- May sit at a workstation for up to three (3) hours at a time
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions.

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