



## **Administrative Assistant – House & Gardens**

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

The House & Gardens **Administrative Assistant** administers the day-to-day function of the House & Gardens Auxiliary office. Responsibilities include but are not limited to maintaining a friendly, courteous, and professional manner in interacting with the general public, Auxiliary members, Cranbrook staff, and vendors; general clerical and administrative support including accounting and purchasing, correspondence, data entry and maintenance of files; coordinating reservations and facilities for both internal and public functions; initiating purchase and work orders with proper documentation and approval; assisting with financial matters including handling cash, checks and credit card sales with strict confidence; following the Auxiliary's Policies and Procedures Handbook; working directly with the Auxiliary Board of Directors.

Preferred office hours are 9:00 am to 3:30 pm, Tuesday through Friday. This position is for a 26-hour work week. Occasional evening hours may be required for events (hours can be flexed during these weeks.)

### **Responsibilities include, but are not limited to:**

- Maintain a friendly, courteous, and professional manner in dealing with the many individuals in contact with the office in person and by phone, including Auxiliary members, Cranbrook staff, vendors, and the general public
- Perform secretarial functions for the Auxiliary such as handling the phone, correspondence, up-dating databases, and maintaining files
- Handle reservations for tours and special events as well as schedule appropriate Cranbrook facilities for the Auxiliary's meetings
- Initiate purchase and work orders with proper documentation and approval
- Assist with financial matters such as maintaining a petty cash fund, requisitioning cash advances, making deposits to Cranbrook's business office, and providing the Treasurers with necessary documentation
- Become thoroughly conversant with the Auxiliary's Policies and Procedures Handbook
- Interact effectively with other Cranbrook departments such as Purchasing, Accounting, Physical Plan, Events and Human Resources
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's Employee Handbook
- Other duties as assigned

### **Requirements:**

- A high school diploma or GED, with a minimum of two years of administrative experience required
- Strong Microsoft Office Suite skills including Word, Excel, Power Point; Share Point/One Drive
- Familiarity with Constant Contact preferred
- Willingness to learn new technology and software
- Ability to prioritize and multitask
- Proven effective written and verbal communication skills
- Ability to work independently with minimal supervision

This part-time position includes eligibility for prorated paid time off, participation in our retirement savings plan, and a unique environment in an educational setting that values collaboration.

For consideration, please visit the employment section of our website for instructions on completing and submitting an application, resume, and cover letter (**please note that a fully completed employment application is required for consideration**): [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment)