

## **Administrative Assistant – Cranbrook Art Academy**

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 **Administrative Assistant** provides support to the Academy of Art administration office in the form of general clerical, administrative and reception duties. This includes telephone coverage, greeting visitors, taking payments, coordinating activities, project support, correspondence, data entry, filing, form management, and interacting effectively with other staff, Artists in Residence, and students.

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

- Frontline support at reception desk
- Clerical support for Student Services
- Assistant to Student Services, Enrollment, Admissions and Recruiting, and other areas as necessary
- Supervise and train admin Work Study students
- Records work study earnings on spreadsheet and reconciles with Labor Reports
- Completes forms for student onboarding
- Follows up with AIRs and other student supervisors to get appropriate approvals
- Update admissions and financial aid forms
- Imports ISIRS on a daily basis, or as needed
- Maintains student folders and files pertinent financial aid documents
- Oversees student mail services
- Coordinates keys
- Manages departmental email accounts
- Helps plan Commencement and produce diplomas
- Coordinates CAA guest room bookings
- Assists with maintaining intranet and forms
- Prepares HOTLINE
- Assists Communications staff with CAA website
- Oversight of CAA maintenance/ liaison with CEC Facilities
- Manages Materials Exchange
- Oversees petty cash for students

- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's Employee Handbook

**Requirements:**

- Minimum of two years administrative experience required
- High School diploma or GED required; completion of a two-year degree program in business or secretarial science preferred
- Strong Microsoft Office suite skills (including Word, Excel, Internet Browsers, email). Experience working with and maintaining a database preferred
- Proven proficiency at effective prioritization and multitasking
- Proven, effective written and verbal communication skills
- Ability to maintain strict confidentiality

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement program with employer match. We also offer generous paid time off, 11 paid holidays and 3 optional holidays, employee discounts, 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)