

## Administrative Assistant - CAA

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:
  - Provide front-line communication for the Academy of Art Admin office, including telephone calls, monitoring the [caaadmissions@cranbrook.edu](mailto:caaadmissions@cranbrook.edu) email account to process and respond to incoming emails as appropriate, produce and update campus fliers/office signage, greet staff, faculty, visitors and provide walk-up service to Academy students including cash handling, distribution and back-up cashier duties.
- Managed by the Dean of Student Services, assists Academic Dean, Manager of Enrollment and Financial Aid and Artists-in-Residence as necessary
- Supervises, trains, schedules Admin Work Study students for office tasks and mail service
- Assists with recording work study earnings on spreadsheet and reconciles with Labor Reports
- Assists with updating admissions and financial aid forms and communication templates
- Clerical support pertinent to registration, financial aid and admissions, including folder creation and document filing
- Coordinates student mail services
- Coordinates keys
- Assists Registrar with commencement and diplomas
- Coordinates CAA guest room bookings
- Helps coordinate CAA maintenance requests
- Coordinates Materials Exchange
- 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)