Administrative Assistant – College Counseling Office

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.

A **Part-Time Administrative Assistant – College Counseling Office** is needed for the 2022/2023 academic year (early August to mid-June). They will provide administrative support to the College Counseling Office; specifically, provide administrative support to the five Associate Deans. The Part-Time Administrative Assistant will also provide general support to the full time Administrative Assistant during the intensely busy times in the office: September, October, November, February, and May. A high level of organization, exceptional interpersonal skills, and dynamically reacting to spontaneous needs are key in managing the significantly varying needs of the office. Effective interaction with students, parents, college representatives, and the Associate Deans is essential to ensure the smooth operation of the office.

Responsibilities include, but are not limited to:

- Schedule, track, follow up on appointments for the five Associate Deans.
- Upload documents to SCOIR and Teams.
- Work with the Registrar in requesting transcripts, as requested by the Associate Deans.
- Contact 130+ college representatives to schedule visits to Cranbrook. Assist with appointments, directions, confirmations, greeting and escorting reps and preparing gift bags.
- Create and populate the SCOIR calendar for confirmed college representative visits.
- Work with Associate Deans to identify SCOIR college applications that need to be downloaded. Prepare cover letters and supporting documents.
- Assist the department with special projects that arise (extra-curricular duties for Associate Deans, National Merit Scholarship letters and invitations, event management, etc.).
- Create work orders and purchase orders as needed.
- Order and maintain office supplies and equipment.
- Reconcile all purchasing cards.
- Book conference rooms for college visits and other needs.
- Monitor visitors entering and exiting the building. Ensure sign-in and identification procedures are followed.
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's Employee Handbook.

Requirements:

- High School Diploma or GED required; Associate or Bachelor's Degree preferred.
- A minimum of two years experience providing administrative support required.
- Proficiency in Microsoft Office products required (Teams, SharePoint, Forms, Word, Excel, Access, PowerPoint, Outlook, etc.); comfort learning new software is required; working knowledge of SCOIR and other Cranbrook-specific computer software preferred.
- Ability to prioritize and organize multiple tasks, and excellent verbal and written communication skills required.
- Requires a valid Michigan driver's license with satisfactory driving record.

This part-time position includes eligibility for paid time off, participation in our retirement programs with employer contribution, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email humanresources@cranbrook.edu or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at www.cranbrook.edu/employment.
(Please note that a fully completed employment application is required for consideration)