



Administrative Assistant – Dean of Students 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 – Dean of Students Office** is needed for the 2022/2023 academic year (August to mid-June). They will provide administrative support to the Dean of Students and Associate Dean of Students to support the day-to-day activities of the department, especially documentation and communication related to attendance, parking, dress code, and conduct. A high level of organization, attention to detail, data accuracy, software mastery, and self-direction are key in managing the fast-paced tasks of the office. Effective interaction with faculty, students and parents is essential to ensure the smooth operation of the office.

Responsibilities include, but are not limited to:

- Answer phone calls and screen incoming requests providing appropriate background information to either Dean to facilitate effective responses to faculty, students, and parents.
- Monitor the comings and goings of visitors to the building. Ensure sign-in and identification procedures are followed.
- Track daily attendance in collaboration with other administrative assistants. Coordinate attendance records, communicate with students, faculty, and parents for confirmation. Provide reports as needed.
- Edit, format, and track all letters related to attendance, parking, dress code and conduct. Send letters to appropriate parties and ensure they are filed accurately.
- In collaboration with Deans and other administrative assistants, maintain shared spreadsheet of all conduct/discipline in the dean's filing system to track infractions, the disciplinary process followed, and outcome. Provide summary or reports of the data as needed.
- In collaboration with Kingswood administrative assistant, order and maintain office supplies, maintain campus bulletin boards and Dean's office forms, assist with coordination of club sales, and maintain campus Lost & Found.
- Order supplies for coffee and copy machine in Faculty Work Room.
- Create maintenance requests and purchase orders as necessary.
- 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.
- Proficiency in Microsoft Office products required (Teams, Sharepoint, Forms, Word, Excel, Access, PowerPoint, Outlook, etc.); working knowledge of databases 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)