

ADMINISTRATIVE ASSISTANT CRANBROOK CENTER FOR COLLECTIONS AND RESEARCH

The Cranbrook Center for Collections and Research is accepting applications for a part-time Administrative Assistant position. This is a unique opportunity to help support the work of Cranbrook's newest programmatic division, which publicly launched in 2012.

The Administrative Assistant provides diverse support to the Center for Collections and Research and the Center's Director. Responsibilities include telephone, email, and in-person interface with Center constituents, coordinating programs and tours, event and meeting support, and project support. General clerical and administrative support includes accounting and purchasing, preparation of reports, correspondence, development-related mailings, data entry, and filing. The Administrative Assistant also manages some components of the Center website. The person in this position must thrive in a fast-paced environment, and interact effectively with other Cranbrook staff, faculty, and students, as well as Cranbrook's Trustees and Governors and other volunteers.

This is a part-time, full-year position, working 32 hours each week (ideally Tuesday through Friday). Occasional evening and weekend hours may be required to assist with Center programs and events. The position is eligible for paid time off, retirement, and the Blue Cross Blue Shield Simply Blue plan.

The Center's Administrative Assistant should have an interest in the history of Cranbrook and a desire to share Cranbrook's story with constituents near and far. She/he will be attentive to both details and the larger picture, helping to shape how information about the Center is received and perceived by stakeholders.

CRANBROOK CENTER FOR COLLECTIONS AND RESEARCH

The Cranbrook Center for Collections and Research, which includes Cranbrook Archives, centralizes Cranbrook's 114-year story and offers intellectual engagement with its collections and legacy. The Center is charged with overseeing Cranbrook's three historic house-museums, including Saarinen House, Cranbrook House, and the Frank Lloyd Wright-designed Smith House, its campus-wide collection of Cultural Properties, and the Cranbrook Archives, and providing programming and access to these buildings and collections for scholars and visitors from around the world. The Center's administrative offices are housed on the third floor of Cranbrook House, while the Archives and the Center's registrar are located on the lower level of Cranbrook Art Museum where they take full advantage of the Art Museum's new Collections Wing. For more information on the Center, visit the Center's new website at center.cranbrook.edu.

REQUIREMENTS

- Minimum of two years administrative experience required.
- High School diploma or GED required; completion of a two-year Associates degree or four-year degree strongly preferred.
- Strong Microsoft Office suite skills (including Word, Excel, Internet Browsers, email); experience working with and maintaining a database preferred.
- Ability to accurately type 60 words per minute.
- Web-site management skills, including the ability to update information.
- Ability to assist in the oversight of the Center's social media sites.
- Proven proficiency at effective prioritization and multitasking.
- Proven effective written and verbal communication skills.
- Ability to maintain strict confidentiality.

- Attention to detail.
- Excellent interpersonal skills.
- Valid Michigan driver's license with satisfactory driving record.

CRANBROOK EDUCATIONAL COMMUNITY

The Center for Collections and Research is a part of Cranbrook Educational Community, which also includes its Schools, the Academy of Art and Art Museum, an Institute of Science, and Cranbrook House & Gardens. Located in Bloomfield Hills, Michigan, twenty miles north of downtown Detroit, Cranbrook's 319-acre campus is a National Historic Landmark that welcomes tens of thousands of public visitors each year to the Institute of Science, Art Museum, and three historic houses. Cranbrook also is home to more than 1,600 students in grades pre-K through 12 attending Cranbrook Schools and almost 150 graduate Academy students.

APPLICATION PROCESS

For consideration, please submit a cover letter, résumé, work sample, and a completed Cranbrook Employee Application (which can be downloaded from the Employment page of our website at cranbrook.edu) to: Cranbrook, Human Resources, P. O. Box 801, Bloomfield Hills, Michigan 48303-0801, or email humanresources@cranbrook.edu.