

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

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 clerical and organizational support to the Academy of Art Student Services Department. This full-time in-person position supports a wide array of graduate services from front line communications and coordination of student engagement to supporting larger administrative projects, data entry, filing, form, and list management and general correspondence. This position relies on clear communication and organization, as well as the ability to work collaboratively with a diverse student body, staff, and Artists in Residence (faculty) across the Academy of Art. Successful candidates are expected to maintain consistent attendance, punctuality, and performance standards as set forth in Cranbrook's Employee Handbook.

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

- Serve as the primary contact for walk-in traffic to the Academy Administrative office:
  - Greet visitors and provide front-line communication for the Academy of Art office by telephone and email. Produce and update campus fliers/office signage, greet staff, faculty, visitors, administer walk-up service to Academy students, including cash handling, back-up cashier duties with the Business Manager.
- Train, schedule and co-supervise Art Academy administrative work study students.
- Assists with updating forms and templates for admissions, financial aid, and student services.
- Provide clerical support for student registration, financial aid, admissions, campus housing, studio allocation, and commencement.
- Coordinate student mail services for incoming parcels and deliveries.
- Coordinate and track the distribution of keys for student housing and studio assignments.
- Monitor the general Academy email account. Respond to routine inquiries and route communications to the Manager of Enrollment and Financial Aid as appropriate.
- Serve as the office point person to advertise items for community distribution.
- Assist with updates to student services support documents, both print and digital (including but not limited to the student handbook, Academy intranet, and weekly student e-news).
- Assist in the planning and implementation of student services events including orientation, registration, job fair, materials exchange, check-out, and commencement.
- Monitor student facility requests and work orders.
- Coordinate the display of student artwork in the office, as part of an annual selection cycle, and serve on the selection committee.
- Coordinate notices and opportunities for students and alumni to social media channels and intranet pages.

## 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.
- Comfort with social media and private network platforms (ex: intranet, Squarespace).
- A clear telephone voice and the ability to communicate effectively and professionally in English.
- Creativity and adaptability are regularly required.
- Must be able to bend, stoop, reach shelves in order to file. Must be able to navigate stairs in a building with no elevator.

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 submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email [humanresources@cranbrook.edu](mailto: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](http://www.cranbrook.edu/employment).

**(Please note that a fully completed employment application is required for consideration.)**