

## **Administrative Assistant**

The Cranbrook Center for Collections and Research is accepting applications for a full-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 reception, coordinating activities 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 and updates the Center website, prepares and sends eblasts and electronic communications, and provides technological support during the Center's virtual programs. 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 Trustees and Governors and other volunteers.

This is a full-time, full-year position. The normal schedule for this position is Monday through Friday, 9:00am to 5:30pm or 8:30am to 5:00pm. Occasional evening and weekend hours are required to assist with Center programs and events (hours may be flexed during these weeks when programs or events require work outside of the normal work schedule).

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. They 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 117-year story and offers intellectual engagement with its collections and legacy. The Center is charged with overseeing Cranbrook's three historic house-museums, including Cranbrook House, Saarinen House, and the Frank Lloyd Wright-designed Smith House; its campus-wide collection of Cultural Properties; 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](http://center.cranbrook.edu).

## **REQUIREMENTS**

- Minimum of two years administrative experience required.
- High School diploma or GED required; completion of a two-year Associate's degree or four-year degree strongly preferred.
- Strong Microsoft Office suite skills (including Word, Excel, PowerPoint, SharePoint/One Drive, Edge, Outlook). Experience working with and maintaining a database preferred.
- Website management skills, including the ability to create new pages from templates and update information. Experience working with Drupal (the Center's current web CMS) preferred; training will be provided.
- Ability to assist in the oversight of the Center's social media.
- Ability to accurately type 60 words per minute.
- Proven proficiency at effective prioritization and multitasking.
- Proven, effective written and verbal communication skills.
- Ability to accurately copy edit all Center documents and materials.

- Ability to maintain strict confidentiality.
- A valid Michigan driver's license with a satisfactory driving record is required.

## **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, an 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](http://cranbrook.edu)) to: Cranbrook, Human Resources, P. O. Box 801, Bloomfield Hills, Michigan 48303-0801, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu). While the Center is eager to fill the position as soon as is possible, Cranbrook will continue to accept applications until the position is filled. Cranbrook is an equal opportunity employer and strives to provide a work environment that welcomes diversity.