



Administrative Assistant - Schools Advancement

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.

The **Administrative Assistant** will provide logistical and operational assistance related to parent and alumni engagement activities within the Office Advancement and Alumni Relations. This position will report directly to the Director of Parent Relations to assist primarily in the production of engagement activities for parents. The Administrative Assistant will also provide administrative support to the Alumni Relations program.

Responsibilities include, but are not limited to:

- Keep Directors of Parent Relations and Alumni Relations informed and up to date on event progress. Respond to calls and emails in a timely and professional manner.
- Coordinate and attend event meetings. Take meeting minutes when asked and distribute in a timely fashion.
- Assist the Business Services office in negotiating contracts and filing for raffle, liquor and any other required licenses.
- Enter Purchase Requisitions as needed and seek/manage quotes from vendors.
- Compile, maintain and update event timelines/planning binders for future volunteer leaders.
- Send tax information to donors and attendees as necessary.
- Manage all phases of auction events.
- Work with Director of Parent Relations on volunteer succession planning.
- Maintain and respect donor confidentiality.
- Assist volunteers in creating and tracking event budgets.
- Manage auction item intake and label and store all items in an organized and secure manner.
- Create, compile and organize event promotional material.
- Assist in the mailing/distribution of invitations and track all responses.
- Approach work with service-oriented perspective and possess strong interpersonal skills.
- Assist in the set-up and tear-down at all events and help manage guest check-in and check-out at all events.

Requirements:

- Requires high school diploma.
- A minimum of two years administrative experience.
- Strong computer skills in Microsoft Word and Excel.

- The ability to prioritize and organize multiple tasks.
- Experience with design software is helpful.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating 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 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)