

POSITION ANNOUNCEMENT

Position: Administrative Assistant
Department: Administration
Status: Full-Time Non-Exempt Staff
Start date: April 2018

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for the full-time position of Administrative Assistant to the Executive Vice President/Project Manager. KCAI offers an exceptional benefit, vacation and holiday package for full-time staff including 100% employer paid insurance and a 5% retirement match for eligible participants.

This position performs administrative duties and project coordination in support of the Executive Vice President for Administration (EVP)/Project Manager. Under the supervision of the EVP/Project Manager, this position will perform some direct project management responsibilities. This position requires a keen attention to detail and the ability to effectively manage multiple complex processes at once. The successful employee will develop strong working relationships with internal and external constituents and provide excellent customer service to a broad range of individuals to ensure timely and efficient completion of projects.

ESSENTIAL FUNCTIONAL RESPONSIBILITIES

Administrative

- Maintain efficient daily operations of the office and manage the EVP's calendar: schedule meetings and appointments for the EVP, handle correspondence and telephone communication, processing mail, and other necessary duties,
- Assist in the preparation of materials and logistics for multiple meetings,
- Attend meetings as requested by EVP to become familiar with project scopes, schedules and responsibilities,
- Maintain various financial records and reports,
- Maintain current contract files and answer basic level questions that arise pertaining to the contracts on file,
- Assist EVP in tracking all constructions disbursements, compared to contract and budgets,
- Assist in monitoring project details to ensure communication and coordination with correct constituents,
- Assist in developing progress reports for EVP to present to Executive Leadership, BOT, and others as requested,
- Assist in coordinating all necessary movement of physical and human assets in a timely and efficient manner,
- Responsible for maintaining and ordering supplies for the EVP,

General

- Maintain confidentiality on all information in the departments and divisions as appropriate,
- As first point of contact to and as a representative of Administration for the college, greet, direct and coordinate requests for services according to business, service or delivery.
- Serve as single point of contact for projects and serve as a general resource.
- Maintain a pleasant, courteous, welcoming and service-oriented attitude toward all patrons,
- Make appointments, receive and screen visitors, answer, screen and take detailed messages,
- Obtain all required supporting documentation and authorizing signatures to validate actions of the EVP when required, maintain various files and records according to current policies,
- Provide any known and necessary information to the EVP that may impact decisions of the EVP,
- Interact and maintain relationships with internal and external contacts, including, but not limited to Cabinet Members, Budget Managers, Board of Trustees, Donors, Bank Executives, Attorneys and all other vendors,
- Other duties relevant to the role as assigned.

KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- Strong attention to detail, accuracy and thoroughness,
- Advanced knowledge and experience with current computer equipment and programs being used by the

division. Including, but not limited to:

- Microsoft Office Suite products (including Word, Excel, and Power Point, Windows),
- Advanced Excel knowledge including charts, and budget spreadsheets,
- Familiar with Google (Gmail, calendar, Google docs, etc.)
- Strong organizational skills with ability to multi-task and learn quickly,
- Ability to speak, write and communicate clearly in order to accurately convey information in person or by phone,
- Ability to manage multiple priorities with concurrent deadlines and to plan and prioritize work activities and use time efficiently, including responding to e-mails and requests in a timely manner,
- Ability to work in a busy office environment and shift priorities as required,
- Must be flexible to the work schedule to meet occasional demands of peak workloads,
- Must assume appropriate level of responsibility, take initiative and maintain a professional appearance,
- Ability to self-motivate, function autonomously with minimum supervision, to begin projects independently, to maintain calm during stressful situations, and to exercise sound judgement in non-routine situations,
- Ability to resolve conflicts in a constructive manner.
- Interface and maintain liaison with project management, stakeholders, contractors, and other relevant constituents on project administrative activities.

REQUIRED/PREFERRED EXPERIENCE

- Minimum of five years office administration experience in support of an executive level administrative operation in a highly detailed environment.
- Administrative support experience in the Construction or Engineering environment preferred.
- Familiarity with contract management, financial reports and systems,
- General understanding and experience with accounting,
- Familiarity with the fundamentals of project management

REQUIRED/PREFERRED EDUCATIONAL BACKGROUND

- Associate's degree in Business, Accounting, Human Resources or related field or equivalent combination of education and experience.

About KCAI: Kansas City Art Institute is a four-year, independent and accredited college of art and design founded in 1885 and located in the cultural heart of metropolitan Kansas City, Mo. The college enrolls more than 600 undergraduate students drawn regionally, nationally and internationally.

Application deadlines and procedures: Review of applications will begin immediately and continue until a suitable candidate is selected. Applications received during the finalist stage of the search are not guaranteed consideration. Employment is contingent upon satisfactory results from a background check.

Apply by e-mail to: hr@kcai.edu

Attach to the e-mail **in PDF format only**:

- Cover Letter (**including** desired salary)
- Resumé
- List of three professional references we may contact

Complete applications will be acknowledged by return e-mail within one week of submission.

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute's Human Resource Administrator at hr@kcai.edu .

KCAI is an Equal Opportunity Employer: Minorities/Females/Disabled/Vets