



MUSEUM of NORTHERN ARIZONA

Title: Administrative Office Assistant

Department: Administration

Status: Part Time

Supervisor: Director of Executive and Board Affairs

Salary: \$20.80/hour

Position Description: The Administrative Office Assistant will support the Director of Executive and Board Affairs. This is a part time position of approximately 20 hours a week.

Responsibilities and Key Tasks

- General office work.
- Posting new job openings and responding/tracking incoming applications.
- New employee onboarding: including submitting background checks, completing new hire paperwork, setting up employee in payroll system.
- Offboarding employees when they leave.
- Complete monthly reports tracking hours worked for ACA compliance and 401K eligibility.
- Completing various data requests for grants and surveys.
- Help with meeting set-ups (including monthly all staff meetings and quarterly board meetings).
- Grocery store runs, lunch pick-ups, and general errands.
- Office organization, filing, upkeep of Administration SharePoint site.
- Additional administrative projects as required.

Key Contacts

- Works under the direction of the Director of Executive and Board Affairs.
- Occasional one on one work with the Executive Director of the Museum.
- Works closely with other team member, the IT Support Specialist.
- All members of the Directors Leadership Team.
- Some interaction with the Board of Trustees.

Education and Experience Requirements:

- HS degree and 2-3 years Administration experience. HR experience a plus.
- Demonstrated experience working with Microsoft 365, including Teams, Outlook and SharePoint functions.
- Ability to create documents and reports on Microsoft Excel and Word
- Dependable and punctual.
- Excellent organizational skills, detail-oriented, and ability to handle multiple priorities.
- Self-directed and motivated.

Abilities, Skills, and Knowledge:

- High level of professionalism, including an ability to maintain confidentiality.
- A magnetic personality, sense of humor, get-it-done attitude, and high level of ownership.
- Proactive and expeditious problem-solver, with a calm and professional demeanor,
- Collaborate with a diverse range of people and job functions.
- Excellent verbal, written and listening communication skills.
- Ability to work alone or as a team member to facilitate project completion.
- Must be able stand, stoop, bend, lift up to 20 pounds, climb stairs, walk moderate distances, visual acuity and ability to work at a computer for extended periods of time.
- Able to hear and speak clearly in telephone and in-person conversations.



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Working Conditions:

Generally, work indoors, schedule is flexible, approximately 20 hours a week and occasional remote work is available. Position contingent upon passing a satisfactory background check.

To Apply:

Please submit a cover letter and resume to employment@musnaz.org. Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

"We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws."