

## **Kentucky Science Center Position Description**

**Title:** Administrative Assistant  
**Department:** Visitor Experience  
**Reports to:** Senior Manager, Fee-based and Partnership Initiatives

### **SUMMARY:**

The Kentucky Science Center's Visitor Experience Department (VE) develops and delivers all free and fee-based on and offsite programs and services to schools, families and children throughout Kentucky and southern Indiana. To help keep this busy department working efficiently, the Science Center seeks an organized, upbeat and efficient multi-tasker who can handle a variety of administrative duties and tasks each day. Preparing staff work and program schedules, booking offsite events, communicating with customers and clients via email or phone, ordering supplies and controlling inventory are the primary responsibilities. Additional duties include the overview of various Human Resources responsibilities such as scheduling interviews, maintaining incoming PT VE staff orientation and training records. In return, the successful candidate will build capacity in areas such as collaboration, coordination and planning, communication, and task and budget management.

### **RESPONSIBILITIES:**

- Prepare the monthly and weekly staff work and demonstration/program schedules and distribute in a timely manner to all full and part time VE staff.
- Distribute all other information to VE staff such as center-wide bulletins, newsletters, and other correspondence.
- Maintain and keep current contact and availability information for all VE staff.
- Set up interviews for prospective VE staff members and help with the hiring process.
- Aid in the orientation of new VE staff members and help with the training process.
- Working closely with the reservationist in the Visitor Services department, confirm with VE 'clients': schools, libraries, etc booking and program information or need for additional information about programs and services via telephone and/or email.
- Act as primary VE contact for ordering new and replacement materials and consumables; maintain documents and purchasing system, place orders, check in and monitor existing inventory.
- Interact with visitors of all ages in exhibits and at special events to better understand Education Department content delivery roles. These programming shifts will be occasionally scheduled to provide support on busy days or in the event of absences and give greater understanding to the nuances on the Education Department calendar.
- Other duties as assigned.

### **REQUIREMENTS:**

- High-school diploma or equivalent.
- Proficient in Microsoft word, excel, google docs.
- Demonstrated ability to work in a fast-paced, multi-task-focused environment

### **SKILLS:**

- Excellent communication both written and oral; excellent customer-service skills
- Reliable, organized, efficient. Ability to work with little direct supervision

- Detail-oriented. Able to multi-task and practice effective time-management.
- Must have an active drivers license

**KNOWLEDGE REQUIRED BY POSITION:**

- Understanding of the Science Center’s mission and objectives.
- Ability to organize and assist with program development and facilitation.
- Ability to act with tact and diplomacy, dealing effectively with public and partners.
- Ability to participate as a team member with all Science Center staff.
- Ability to write effectively in communication with staff and public.
- Ability to meet agreed upon deadlines.
- Ability to work effectively with people of different ages, experiences, and economic levels.
- Ability to troubleshoot—spot potential problems before they arise.
- Ability to work creatively and collaboratively with limited resources.
- Ability to work nights and weekends, as necessary.

**EFFORT:**

- Must be able to see, hear and speak. Incumbent spends a considerable amount of time standing, walking, manipulating objects with fingers and hands, reaching, climbing, stooping, kneeling, bending and stretching. Spends significant amounts of time working at a computer, reading, examining information and objects. May be asked to lift up to 25 lbs. from time to time.

**WORKING CONDITIONS:**

- Work is performed in a moderately noisy environment.

**MACHINES, TOOLS, EQUIPMENT:**

- Computer, printer, photocopy machine, calculator, telephone, fax machine, camera.

**CLASSIFICATION:**

Range 1

Non-Exempt

Regular Full Time

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Reasonable accommodation may be made to those who are able to perform the essential duties of this job.

The Kentucky Science Center reserves the right to revise this Position Description, as it deems necessary.