

# Onboarding Assistant

## Job Overview

The Onboarding Assistant is responsible for providing administrative support to both the Volunteer Services and Human Resources departments. This includes administrative responsibilities such as data entry, scheduling, filing, and database management. The position will also provide general support to the business operations department (business operations, finance, human resources, operations, technology, visitor services, and volunteer services). The position will generally require 25 hours a week, Tuesday –Saturday.

We are looking for you! You will be part of a mission-driven team that changes how Kentucky views science education, helping our community embrace the importance of science.

## Our Story

Already recognized as a leader in inquiry-based learning, Kentucky Science Center is advancing a statewide science literacy campaign to encourage people of all ages to explore science in everyday life. Its flagship location on Louisville, KY's historic Museum Row, welcomes visitors from across the globe with 3-floors of interactive exhibits and films on a 4-story screen. With daily programming for children, families, and adults, the Science Center plays an ongoing role in the region as a resource for caregivers and teachers, a gathering place for the science community, and a chosen source of entertainment for all. Its designation as the State Science Center of Kentucky in 2002 underscored the Science Center's history of reaching *all* audiences through its mission to DO SCIENCE in ways that are engaging, educational, and entertaining to inspire a lifetime of learning.

**Reports to:** Manager of Volunteer Services

## Essential Responsibilities:

- Traditional administrative tasks to include: answering department calls, maintaining office supplies, organizing and preparing materials for volunteers and staff, completing purchase orders, maintaining department files, etc.
- Assist with the onboarding functions of both staff and volunteers including the coordination of job postings and the processing of resumes, applications, and background checks. This includes ensuring all paperwork is completed accurately and timely, and that information is submitted to third party providers as needed.
- Maintain an accurate and up-to-date filing system; establish appropriate record keeping systems.
- Manage self-directed work plans to meet goals and objectives. This includes planning tasks, identifying and obtaining necessary resources, reviewing progress, and making adjustments as needed.
- Maintain confidentiality in respect to activities, including contracts, employee/volunteer records, invoices, purchase orders, and any other materials/information requiring discretion.
- Eagerness to work independently as well as part of a team with flexibility and willingness to learn and take initiative on variety of tasks and projects. Work in collaboration with other departments to plan, coordinate, and support all Science Center activities.
- Represent and act on behalf of the Business Operations Team and serve as an exceptional extension of the team in person and in all forms of communication and technology.
- Perform other duties as assigned.

## Hiring Process & Timeline

- We will review applications on a rolling basis until the position is filled
- The in-person interviews will begin in September and we would like to have the selected candidate start in October
- KSC is an equal opportunity employer

## Essential Requirements

- Minimum of two years of post-high school education in business administration, human resources, communications, or general arts. Bachelor degree in related field desirable.
- Familiarity with a Windows operating system, as well as Microsoft Office (Word and Excel).

- Ability to organize and manage an administrative office and complete a wide range of diverse activities at the same time.
- Must be professional, self-motivated, energetic, dependable, and honest.
- Able to work Tuesday – Saturday. Some evening work is occasionally required for various events.
- A team player with high emotional intelligence
- A love for continuous learning and growth
- A commitment to our mission, vision, values, and service philosophy

#### **Compensation and Benefits**

- Salary - \$12 per hour
- Part-time, non-exempt position, working 25 hours per week
- Casual Dress Code
- Free membership to Kentucky Science Center and Louisville Zoo and hundreds of Science Centers all over the world
- Free downtown parking
- Discounts on tickets, programs, birthday parties, and camps
- Discounts at Subway, in our Gift Shop, and participating local vendors

Range 2

Non-exempt

Regular Part-Time