

July 17, 2017: Please post or distribute

**PART-TIME POSITION AVAILABLE**

**ADMINISTRATIVE ASSISTANT**

**CRANBROOK CENTER FOR COLLECTIONS AND RESEARCH**

**Bloomfield Hills, Michigan**

The Cranbrook Center for Collections and Research is accepting applications for a part-time Administrative Assistant position. This is a unique opportunity to help support the work of Cranbrook's newest programmatic division, which publicly launched in 2012.

The Administrative Assistant provides support to the Center for Collections and Research and the Center's Director in the form of general clerical, administrative, and reception duties. This includes telephone coverage, greeting visitors to the Center's Cranbrook House third-floor office, coordinating activities and tours, project support, preparation of reports, correspondence, development-related mailings, data entry, filing, website and social media updates, and interacting effectively with other Cranbrook staff, faculty, and students, as well as Trustees and Governors, patrons, and other volunteers.

This is a part-time, full-year position, working approximately 27.5 hours each week. The ideal schedule for this position is Monday through Friday, 9:00 a.m. to 3:00 p.m. Occasional evening and weekend hours may be required to assist with Center programs and events.

The Center's Administrative Assistant should have an interest in the history of Cranbrook and a desire to share Cranbrook's story with constituents near and far. She/he will be attentive to both details and the larger picture, helping to shape how information about the Center is received and perceived by stakeholders.

**CRANBROOK CENTER FOR COLLECTIONS AND RESEARCH**

The Cranbrook Center for Collections and Research, which includes Cranbrook Archives, centralizes Cranbrook's 113-year story and offers intellectual engagement with its collections and legacy. The Center is charged with overseeing Cranbrook's two historic house-museums, both Saarinen House and Cranbrook House, its campus-wide collection of Cultural Properties, and the Cranbrook Archives, and providing programming and access to these buildings and collections for scholars and visitors from around the world. The Center also provides public access to the nearby Frank Lloyd Wright Smith House, in partnership with the family foundation that owns the home. The Center's administrative offices are housed on the third floor of Cranbrook House, while the Archives and the Center's registrar are located on the lower level of Cranbrook Art Museum where they take full advantage of the Art Museum's new Collections Wing.

## **REQUIREMENTS FOR THE ADMINISTRATIVE ASSISTANT**

- Minimum of two years administrative experience required.
- High School diploma or GED required; completion of a two-year Associates degree or four-year degree strongly preferred.
- Strong Microsoft Office suite skills (including Word, Excel, Internet Browsers, email); experience working with and maintaining a database preferred.
- Ability to accurately type 60 words per minute.
- Web-site management skills, including the ability to update information.
- Ability to assist in the oversight of the Center's social media sites.
- Proven proficiency at effective prioritization and multitasking.
- Proven effective written and verbal communication skills.
- Ability to maintain strict confidentiality.
- Attention to detail.
- Excellent interpersonal skills.

## **CRANBROOK EDUCATIONAL COMMUNITY**

The Center for Collections and Research is a part of Cranbrook Educational Community, which also includes its Schools, the Academy of Art and Art Museum, an Institute of Science, and Cranbrook House & Gardens. Located in Bloomfield Hills, Michigan, twenty miles north of downtown Detroit, Cranbrook's 319-acre campus is a National Historic Landmark that welcomes tens of thousands of public visitors each year to the Institute of Science, Art Museum, and historic houses. Cranbrook also is home to more than 1,600 students in grades pre-K through 12 attending Cranbrook Schools and more than 150 graduate Academy students.

## **APPLICATION PROCESS**

For consideration, please submit a cover letter, résumé, work sample, list of references, and a completed Cranbrook Employee Application (which can be downloaded from the Employment page of our website at [www.cranbrook.edu](http://www.cranbrook.edu)) to: Cranbrook, Human Resources, P. O. Box 801, Bloomfield Hills, Michigan 48303-0801, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu). While the Center is eager to fill the position by the middle of August, Cranbrook will continue to accept applications until the position is filled. Cranbrook is an equal opportunity employer and strives to provide a work environment that welcomes diversity.