



**Title** Part-Time Administrative Assistant  
**Department** Admin  
**Reports To** Customer Service Manager  
**FTE** 0.2  
**Exempt Status** No

### **Job summary**

The Part-Time Administrative Assistant performs public reception and information functions, and supports a variety of administrative efforts. This position works closely with the Customer Service manager to support Pratt staff, instructors, and students.

The administrative assistant is a part-time position that reports to the Customer Service Manager. The position is approximately 8 scheduled hours per week to start, and will transition into more hours after an initial training period (increasing to approximately 12 hours per week).

To start, the position will consist of two scheduled shifts: Wednesday 8:30 am – 12:30 pm and Friday 8:30am – 12:30pm. After a 1 – 2 month training period, the position will transition to the following three scheduled shifts: Wednesday 8:30am – 12:30pm, Saturday 8:30am – 12:30pm, and Sunday 8:30am – 12:30pm. Opportunities for additional shift coverage will likely present. The position pays \$15 per hour and will increase to \$16 per hour starting September 1, 2018.

### **Essential job functions**

Provide a welcoming reception environment for all constituents.

Provide initial information about Pratt to the public, potential students, studio artists, and volunteers. Answer general questions about classes, facilities programs and galleries.

Process all requests for registration, memberships, studio access, etc.

Ensure that studio access policies are being followed, including scheduling Access tests, issuing studio user cards and verifying all Studio Access Program requirements have been met.

Ensure that office supplies, forms, copier paper, and other office equipment are stocked and in working order.

Give tours of Pratt's studios and facilities.

### **Minimum requirements**

Strong Customer Service skills

Ability to type 35 Words per minute

Experienced user of MS Office with focus in Excel and Word

Operate Multi-line phone system

### **To Apply**

Please submit resume and letter of interest to Customer Service Manager, Katie Twiss (by email: [ktwiss@pratt.org](mailto:ktwiss@pratt.org) or by mail/in person drop off: 1902 S. Main St., Seattle WA 98144).

**Deadline to apply is August 5, 2018.**



## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities.**

**Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. People of color are encouraged to apply.**

## Additional information

| HR use only   |  |
|---------------|--|
| Employee Name |  |
| Hire Date     |  |
| Salary        |  |
| Notes         |  |
| GL Code       |  |
| Class Code    |  |