



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

Job summary

The Part-Time/On-Call 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 on-call assistant is a part-time, approximately 8 to 10 scheduled hours per week, position that reports to the Customer Service Manager. The position will consist of two scheduled shifts, Monday and Saturday evening, 5pm-9:45pm and will present ample opportunities for additional shift coverage on an on-call basis. The successful candidate will have a flexible and open availability to fill shifts as needed on an almost weekly basis. The position pays \$13 per hour.

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.

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

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

Ensures 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



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.

To apply: send a resume and cover letter to Ryan Davis, Director of Business & Operations, via email at rdavis@pratt.org. No drop-ins, please.

Additional information

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