



Title: Part-Time Administrative Assistant

Department(s): Admin

Reports to: Ezzie Turner, Customer Service Manager

FTE: Part-time, 8-12 hrs/wk, \$17.50/hr

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 8-12 scheduled hours per week to start, and will transition into more hours after an initial training period.

Pratt's hours of operation are 9AM-10PM, Monday-Sunday. Desired shift availability includes, but is not limited to: Sunday 5PM-10PM, Weekdays 12PM-3PM as needed.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.

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 issuing studio user cards and verifying all Studio Access Program requirements have been met and reporting violations to management.
- 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 Qualifications

- 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
- Competence in serving diverse populations
- Demonstrated commitment to diversity, equity and inclusion

Compensation

The position pays \$17.50 per hour.

Application Requirements

Please submit a resume and letter of interest to Customer Service Manager, Ezzie Turner (by email: eturner@pratt.org or by mail/in person drop off: 1902 S. Main St., Seattle WA 98144)

Application Deadline

Please submit application materials by **February 17, 2022** to be considered.

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 a racially diverse team. Black, Indigenous, & People of Color (BIPOC) are encouraged to apply.