

KENTUCKY COLLEGE OF ART + DESIGN
at Spalding University
845 South 3rd Street
Louisville, KY 40203
www.kycad.spalding.edu

Title: Administrative Assistant

Classification: Full-time

Reports to: Chair of Art

Experience Range: Minimum 4 years

Benefits: Eligible for health insurance and paid vacation / sick time

Submission Requirements:

Please submit the following materials electronically to Caitlin Wilson at: cwilson07@kycad.spalding.edu. In the subject line please type "Administrative Assistant Job Post:" Applications will be accepted until 5pm. Monday, September 25th.

1. A one-page cover letter, which speaks to your specific interest and outlines skills and/or experience that directly relate to this position
 2. A resume
 3. (optional) Other work sample that demonstrates your qualifications
 4. List of 3 references with email and phone numbers
-

The KyCAD Vision and Mission:

The Kentucky College of Art + Design opens the door to a creative and productive life through a higher education in the visual arts. The long-term vision for KyCAD is to become an independent, nationally recognized visual arts college dedicated to excellence in art education. Through the lens of art, students will be nurtured in the individualized exploration, development, and expression of their creative spirit, while honing their artistic practice through exposure to traditional as well as contemporary art practices.

KENTUCKY COLLEGE OF ART + DESIGN
at Spalding University
845 S. 3rd St.
Louisville, KY 40203

Title: Administrative Assistant
Classification: Full Time
Experience Range: Minimum 4 years
Reports to: Chair of Art

Purpose

The Administrative Assistant supports the Chair of Art and the faculty through a wide variety of administrative tasks including: managing an extremely active calendar of appointments; answering phones; completing expense reports; composing and preparing correspondence; attending meetings and taking detailed notes and minutes; data entry and analysis; assisting with other communications; and special projects as required.

Primary Duties and Responsibilities

- Meetings: organize, schedule and confirm meetings; facilitate meeting follow-up; take notes for meetings; prepare and clean up meeting rooms; order lunches for internal and external meetings, and retreats.
- Clerical: compose correspondence, review letters and reports; create tracking spreadsheets and graphs; create file systems; create presentations, agendas and reports.
- General office duties: file, answer phones, make copies, greet guests, etc.
- Maintain Outlook calendars for the chair.
- Attend meetings, take notes and minutes, and manage the completion of tasks that arise out of meetings for the chair.
- Process and track monthly expenses, including pricing and payment of all services through bookkeeping, track and produce the annual budget including income and activity projections for the academic programs
- Research, manage, and maintain the community calendar of events.
- Coordinate the distribution of internal communications with the Director of Communications.
- Book travel and accommodations for visiting artists and other guests
- Work with the Chair and Associate Registrar to establish and create policies and processes for academics.
- Manage the administrative tasks associated with the visiting artist program.
- Other duties as assigned.

Qualifications

- Minimum of 4 years' experience in an office or non-profit or educational setting
- Excellent research, verbal, and written communication skills
- Ability to prioritize multiple demands and analyze information with minimal direction
- Task-oriented self-starter, with good problem-solving abilities
- Ability to manage multiple projects with flexibility and accuracy and to follow through in a fast-paced environment
- Team player who shares the values and standards of professionalism at KyCAD
- Represents KyCAD in a professional and positive manner with donors and the community.

Necessary Skills:

- Proficiency in Microsoft Office Suite including Excel, Word, PowerPoint and Outlook
- Experience with Google Documents
- Knowledge of WordPress, Facebook, Twitter, Instagram, and Snapchat
- Working knowledge of Mac computers
- Able to lift 30 lbs for moving boxes of equipment or supplies as needed

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Kentucky College of Art + Design at Spalding University is an affirmative action/equal opportunity employer. The University does not discriminate on the basis of race, religion, color, gender, sexual orientation, national origin, or disability.