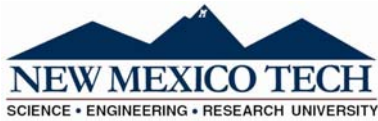


Posted: December 18, 2019



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SPECIALIST **DEPT:** NATIONAL CAVE AND KARST RESEARCH INSTITUTE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$14.43

JOB DUTIES:

Performs a variety of administrative, clerical, and office work, supporting the functions of the Institute and in cooperation with Institute partners. Supports the administrative activities of the Institute, including: ensuring that adequate record keeping and filing systems are maintained for the Institute; monitoring internal controls to prevent waste, fraud, and abuse; coordinating use of Institute vehicles; coordinating mail service; rental of Institute facilities and equipment; providing and/or arranging for routine and emergency maintenance and repair of the Institute's office equipment; assisting with the production of the Institute's annual report, brochures, and other publications or documents; and provides travel services for staff. Occasionally travels to Institute meetings and events to take minutes and provide support services, and receive training as needed. Serves as the initial point-of-contact with the Institute for individuals and organizations. Assists with and organizes Institute events and functions, and managing Institute membership and volunteers. Assists with the maintenance of accurate financial records of accounts. Works as a sales point-of-contact for Institute goods and services, including the handling of payments received, receipts, and refunds. Assists with procurement activities, including but not limited to tracking and reconciling purchases, ordering supplies, requesting quotes, and taking delivery of goods and services. Assists with property management responsibilities. Conducts other duties as assigned and needed to support the effective and efficient functioning of the Institute.

REQUIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school, or comparable experience of at least 1 year work experience in business, secretarial, accounting, of related field. Proficiency with Microsoft Word, Excel, and Outlook, and in Internet usage are required. Proficiency with QuickBooks for tracking expenses and income, developing accounts, creating budgets and budget and account summaries, and related tasks is desired. Experience with Banner, Banweb, and Argos is desired. Accounting experience is desired. Experience in creating and editing documents in Adobe Acrobat is desired. Experience with InDesign is desired. Experience with Blackbaud NXT is desired. Experience with Microsoft PowerPoint is desired. Completion of accredited secretarial training programs is desired.