

## **Administrative Specialist II - Fine Arts & Music**

**\$11.48 per hour**

**40 hours per week**

**Applications will be accepted until 5:00 p.m. on July 19, 2021, in the Office of Human Resources, Womack 209 or may be emailed to [humanresources@hsu.edu](mailto:humanresources@hsu.edu).**

Henderson State University is currently seeking qualified applicants for the position of Administrative Specialist II in the Fine Arts Department. This position will act as office receptionist by greeting and directing visitors, screening calls, and providing general information and assistance; retrieving, opening, and distributing departmental mail; and performing other duties as assigned or deemed necessary. The preferred candidate will possess a pleasing, welcoming personality, a spirit of cooperation and self-motivation, knowledge of grammar, punctuation, spelling, basic math skills, general office procedures, and operation of standard office equipment and computers. This position has regular contact with department staff, students, alumni, and the general public. Candidates must possess the formal equivalent of a high school diploma, plus one year of clerical experience. Other job related education and/or experience may be substituted for all or part of these basic requirements.

### **EXAMPLES OF WORK**

1. Act as office receptionist, greeting and directing visitors, screening calls
2. Act as contact for all administrative departments on campus such as registrar, business, payroll
3. Manages (prints, gathers signatures, deliver to Provost) Monthly Leave Report for the Art and Music Departments
4. Assists in gathering information for accreditation for both the Music and Art Departments
5. Orders supplies for Art and Music Departments Oversee budgets, transfers and balances.
6. Complete purchasing Card requisition and paperwork submission
7. Assist with travel paperwork & support for student trips
8. Monitor & maintain the building copier, paper, supplies, & Service
9. Maintains key stock and system for the building
10. Maintain and administer the Swipe Card access for RFA & Annex spaces
11. Prepares and submit Adjunct & Overload Contracts
12. Maintains sufficient supplies for the departments, ordering, receiving, and restocking
13. Maintains the RFA Kitchen space and equipment
14. Organize receptions for Gallery Shows
15. Proctors Exams for faculty as needed
16. Supervises 4 student workers and maintains their paperwork 2 music, 2 art
17. Submit work orders for building repair and maintenance to the Physical Plant Department.

### **Please Note**

The applicant selected for this position will be required to submit to a background screening, including criminal background check and financial records check.

**Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students.**