



<b>Title</b>	Part-Time Administrative Assistant
<b>Department</b>	Admin
<b>Reports To</b>	Customer Service Manager
<b>FTE</b>	0.2
<b>Exempt Status</b>	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.

**Pratt Fine Arts Center is an equal opportunity employer and committed to diversity, equity, and inclusion. Black, Indigenous, and People of Color (BIPOC) are encouraged to apply.**

### **Job Description**

Pratt's hours of operation are 9AM-10PM, Monday-Sunday. Desired shift availability includes week days and weekends, and is not limited to: Tuesday 5PM-10PM, Wednesday 5.30PM-10PM, and Thursday 4PM-10PM. Administrative assistants can expect to work between 9.5-16 hours a week, depending on availability.

### **Compensation:**

The position pays \$19.00/hour. Also includes generous in-kind benefit in the form of two free classes per year.

### **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.
- 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 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

### **To Apply**

Please submit brief resume and letter of interest to Kalina Winska, Customer Service Manager, at [kwinska@pratt.org](mailto:kwinska@pratt.org) No calls or drop-ins, please.



**Application Deadline: Sunday, December 4th, 2022**

**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.**

Questions? Contact Kalina Winska, Customer Service Manager, at [kwinska@pratt.org](mailto:kwinska@pratt.org)