

**Administrative Assistant, Goldstein Museum of Design**

**Position:** Administrative Assistant, GMD  
**Reports to:** Director  
**Classification:** 1826/Principal Office & Administrative Specialist

**Revised:** July 28, 2018  
**Appointment:** 50%-time, 12-month  
**Pay Range:** \$15.69-16.01/hour

**SUMMARY**

This position is located in the Goldstein Museum of Design (GMD) part of the College of Design at the University of Minnesota. GMD is a nationally recognized museum devoted to the study of design.

The Administrative Assistant is responsible for financial tracking, membership, and undergraduate employees. This position has a high degree of contact with the public and must work to create an inclusive environment for people from diverse backgrounds and communities. Occasional evening hours are required for special events and exhibition openings.

The position reports to the Director and is a 12-month, 50% position. This position is labor-represented; union/fair share deductions may be made.

**RESPONSIBILITIES**

**Administrative Effort: 30%**

- ☐ Serve as initial contact for visitors and guests. Answer the main phone line; serve as primary resource for general information and refer calls as appropriate.
- ☐ Maintain orderly office. Maintain activity, board, financial, and donor files. Assist with maintaining and archiving records of museum activities.
- ☐ Monitor and order office supplies.
- ☐ Maintain record of program/exhibition attendance and comments.
- ☐ Coordinate on-site events with staff and off-site events with Advisory Board.
- ☐ Attend Advisory Board meetings.
- ☐ Manage volunteers, approve work schedules, complete and maintain volunteer agreement documentation, and maintain records of volunteer hours.

**Financial Management: 30%**

- ☐ Be knowledgeable regarding basic financial processes and procedures.
- ☐ Initiate and process reimbursements, invoices and other business documents (i.e., purchasing card transactions, employee reimbursements, parking and postage charges) through the Financial Services team.
- ☐ Maintain financial records and reconcile with Accounting on a monthly basis. Work closely with the Financial Services team regarding budget and finance issues, and resolution of problems.
- ☐ Deposit all financial donations.
- ☐ Coordinate publication and product sales.

**Membership: 20%**

- ☐ Collect and process membership applications.
- ☐ Maintain membership tracking and database.
- ☐ Manage renewal program.

**Undergraduate Student Management: 20%**

- ☐ With CDes HR, post jobs, interview candidates, and hire undergraduate student gallery staff.
- ☐ Train and schedule student employees, helping create a welcoming, inclusive environment for people from a variety of backgrounds and communities. Schedule end-of-semester gatherings.

## **QUALIFICATIONS**

### **Required**

- ☐ High School Diploma/GED and two years of related office and administrative experience. Training/education may be substituted for some of the years of experience.
- ☐ Experience in a general office setting.
- ☐ Excellent organizational skills and attention to detail.
- ☐ Strong written and verbal communication skills.
- ☐ Excellent customer service skills.
- ☐ Computer experience in a work setting, including proficiency with Microsoft Word and Excel and the ability to work in various databases, such as Access.

### **Preferred**

- ☐ Evidence of self-initiative.
- ☐ Previous experience working successfully with a variety of constituents.
- ☐ Demonstrated ability to work effectively in a changing environment.
- ☐ Previous supervisory experience.
- ☐ Flexibility and demonstrated ability to handle multi-faceted tasks efficiently and effectively.
- ☐ Creative thinking and problem solving skills.

## **ABOUT THE COLLEGE**

The Goldstein Museum of Design (GMD), part of the College of Design, is the only comprehensive design museum in the Midwest. Founded in 1976, GMD is based on the teaching and collection of early design educators Harriet and Vetta Goldstein. GMD's collection of over 34,000 objects is an essential resource for object-based learning and research and its free exhibitions in McNeal Hall (St. Paul campus) and Rapson Hall (East Bank campus) explore historical and contemporary design issues.

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The faculty, students and staff in the College of Design seek to advance the quality and value of the natural, designed, and social environments with an emphasis on sustainable, socially responsible, civically engaged, user-sensitive, critical and collaborative design work. In addition to a powerful mission, we have an organizational culture that is second to none!

## **HOW TO APPLY**

Applications must be submitted online at <https://z.umn.edu/AdminAssistant-GMD>. To be considered for this position, please click the Apply button and follow the instructions to complete an online application for the position. You will be given the opportunity to complete an online application for the position; please attach the required documents of a resume and a cover letter outlining your interest, experience, and qualifications. Once you've submitted your application, please go into your "My Activities" page to upload contact information for four professional references. This reference document should be uploaded in addition to any information submitted in the application process.

Inquiries about the position may be addressed to the Search Committee Chair, Lin Nelson-Mayson, at [lnelsonm@umn.edu](mailto:lnelsonm@umn.edu) or regarding the search process to Jessica McCann, HR Generalist, at 612-624-1721/[mccann@umn.edu](mailto:mccann@umn.edu).

With questions about the application system, visit <https://humanresources.umn.edu/find-job/using-employment-system> for more information. To request an accommodation during the application process, please e-mail [employ@umn.edu](mailto:employ@umn.edu) or call (612) 624-UOHR (8647).

**DIVERSITY**

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting our academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>. To request an accommodation during the application process, please email [employ@umn.edu](mailto:employ@umn.edu) or call (612) 624-UOHR (8647).

**BACKGROUND CHECK INFORMATION**

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.