



INDIANA UNIVERSITY

MUSEUM OF ARCHAEOLOGY
AND ANTHROPOLOGY

Job ID: 312857

Position Title: Office Administrator

Department Name: IU Museum of Archaeology and Anthropology (IUMAA)

Role Descriptor: Program Manager Coordinator

Supervisor: Business Manager

Department ID: BL – MAA

Hourly Rate: \$22.00, This is an CWA union covered position

Job Summary

The Administrator will ensure the smooth operation of the Executive Director office, support external communication with various stakeholders, handling various administrative tasks, and manage schedules and Outlook calendars for the executive director's office, admissions and operations calendars, facilities rentals/events, and various stakeholders.

Department Specific Responsibilities

- Manage the Executive Director calendar, schedule appointments, and coordinate travel arrangements as requested
- Prioritize and manage time-sensitive commitments, ensuring optimal use of the Executive Director's time
- Attend meetings, take accurate notes, transcribe notes into minutes, ensure confidentiality, and follow up on action items to ensure timely completion
- Manage internal and external communication channels, responding to inquiries and requests in a timely manner
- Assist the Business Manager with P-Card reconciliation, purchase orders, and expense reports
- Maintain accurate administrative records, files, and databases, ensuring data integrity and confidentiality
- Oversee the organization and maintenance of office supplies, equipment, and inventory, and ensure the office environment is clean, organized, and conducive to productive and welcoming workspace
- Collaborate with the Learning and Community Engagement team and Operations team to provide logistical support for museum events, programs, workshops, and meetings



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- Welcome visitors with a warm and friendly demeanor, providing information about exhibitions, programs, and museum amenities
- Respond to visitor inquiries, provide directions, and offer recommendations to enhance their museum experience
- Manage the front desk area, including answering phone calls, handling incoming inquiries, tracking attendance data, and maintaining a neat and organized reception space
- Facilitate regular walk throughs of the exhibition and museum areas to reset area, ensure safety, and relay any exhibition needs to the curatorial department
- Serve as the primary point of contact for external rental and IU internal facilities space scheduling inquiries, providing prompt and accurate information to potential clients
- Conduct site tours to showcase available rental/scheduling spaces, amenities, and facilities
- Prepare and negotiate rental agreements, contracts, and invoices with external IU clients, ensuring all terms and conditions are clearly communicated
- Collaborate and coordinate logistics with clients to understand their event needs, including layout, technical requirements, catering, and special requests
- Maintain regular communication with clients throughout the planning process, providing updates, addressing questions, and confirming details
- Manage event budgets, track expenses, and ensure that rental fees and associated costs are collected in a timely manner
- Assist with document preparation, formatting, proofreading, and data entry as needed
- Other duties as assigned

General Responsibilities:

- Coordinates support for project management activities, resource allocation, and communication.
- Develops a schedule designed to meet necessary deadlines and communicates with team members.
- Monitors project progress and handles moderately complex issues that arise.



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- Ensures projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Collaborates with cross functional teams with varying levels of seniority and experience to support various programs.
- Performs a variety of administrative skills and prepares correspondence related to the project.
- Maintains a detailed, organized file and records system.

Qualifications:

Combinations of related education and experience may be considered. Education beyond the minimum required may be substituted for work experience. Work experience beyond the minimum required may be substituted for education.

Education

Required

- High School Diploma or equivalent (such as HSED or GED)

Preferred

- Bachelor's degree in business administration, office management, communications, hospitality management, event planning, or related field

Work Experience

Required

- 2 or more years of relevant experience

Preferred

- Experience in event/program planning, facilities rental, scheduling, or hospitality management

Skills:

Required

- Demonstrated project management skills
- Proficient in English written and verbal communication skills
- Excellent collaboration and team building skills
- Demonstrated time management and priority setting skills
- Effective interpersonal skills

Preferred

- Demonstrated experience in office management and executive support, preferably within a museum or nonprofit environment
- Excellent organizational skills, attention to detail, and the ability to prioritize tasks effectively.
- Demonstrated experience working collaboratively with a diverse range of groups and organizations, and in community engagement and community led curricula development.



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- Experience and ability to observe and respond to various audiences of needs within an emergency and/or situations with conflicts (people: youth, adults, and large groups)
- Experience in assisting with culturally complex, sensitive, or confidential projects - including a demonstrated ability to listen and deal empathetically with a wide range of people and cultural groups
- Demonstrated understanding of discretion and confidentiality practices when working with culturally sensitive, complex, and/or confidential projects

Working Conditions / Demands: This role requires the ability to effectively communicate and to operate a computer and other standard office productivity equipment. The position involves sedentary work as well as periods of time moving around an office environment and the campus. The person in this role must be able to perform the essential functions with or without an accommodation.

Working Location: Bloomington, Indiana, In-Person

Directions on how to apply:

1. Non-IU employees should click on the first link below to access the careers site; current IU employees should click on the second link below.
2. Review the job description and then click on "Apply for Job" to begin your application.
3. Non-IU employees will need to sign in to access your account. If you do not already have an account, click on "Register Now" to create an account. Current IU employees will be recognized through CAS Authorization.
4. Complete the application process.

If you are NOT an IU employee currently, please use the following link:

https://hrms.indiana.edu/psp/PH1PRD_PUB/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=312857&PostingSeq=1

Current IU employees should use this link:

https://hrms.iu.edu/psp/PH1PRD/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=1&FOCUS=Employee&JobOpeningId=312857&PostingSeq=1