

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MUSEUM ASSISTANT – APPLETON MUSEUM OF ART (P/T)
(Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-2

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Responsible to perform secretarial and clerical work which may require functioning as an aide to a supervisor. Work with minimal supervision.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required.
2. Years of experience in the field: Two years' secretarial/clerical/computer and typing experience required.
3. Special skills or abilities related to the position: Positive human relations skills and ability to work with the general public. Knowledge of office practices and procedures. Knowledge of the overall functions and operations of the department to which assigned. Knowledge of computer usage. Ability to operate a computer in entering, retrieving, and manipulating data. Ability to establish and maintain effective working relationships with employees, volunteers, students, and the general public. Ability to relieve the schedule of the supervisor and handle multiple activities and projects. Skill in the use of data entry or word processing equipment.
4. Work a flexible schedule including night and weekend coverage.

ESSENTIAL JOB FUNCTIONS:

Some Museum Assistant positions are more clerical/record keeping than secretarial. The duties shown are “generic” and not intended for every position at this level.

ESSENTIAL JOB FUNCTIONS (continued):

1. Function as Museum Assistant or aide to an administrator. Participate directly in the work of the supervisor by interviewing visitors, securing details of specialized information, and assisting in office research. Provide information regarding the services and operation of the unit.
2. Process museum program registrations, memberships, attendance records, etc.
3. Take notes and minutes of conferences, meetings, and other activities, as required by the supervisor.
4. Prepare forms independently and compose letters for the supervisor's signature.
5. Set up and maintain specialized files, for example, student records, memberships, artist records, or collections files. File letters, reports, and related technical information in the prescribed manner. Assemble information for supervisor's use.
6. Use a computer, data entry equipment, or word processors to input data regarding courses, schedules, operations, student or employee data, or other related information. Retrieve data for informational reports.
7. Perform research and retrieval of records and data. Conduct statistical comparison of information for supervisor's use. Assist in the preparation and maintenance of department budget records, including the maintenance of ledgers.
8. Receive and distribute information and material for students and the public. May function as office receptionist in an operating unit or gallery/art space.
9. Maintain supply inventory and records for office, art space, or gallery.
10. Function as lead worker over student assistants or volunteers.
11. Assist with arrangements and promotion of programs and other activities sponsored by the office to which assigned.
12. May be required to work a flexible schedule - late afternoons or evenings as well as regular weekends.
13. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.

PHYSICAL DEMANDS (Continued):

- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment and outside on occasion.
- A flexible schedule including night and weekend coverage.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: APPLETON MUSEUM OF ART

SUPERVISOR OF POSITION: MUSEUM EDUCATOR - AMA