

<b>JOB TITLE:</b>	#1154 Program Administrative Assistant I
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center
<b>SALARY:</b>	\$2,720.00 monthly minimum
<b>STATUS &amp; HOURS:</b>	Full-time, regular (2,088 annual hours) position
<b>CLASSIFICATION:</b>	63L Clerical
<b>HIRING MANAGER:</b>	Visitor Services Manager II
<b>POSTING DATE:</b>	September 11, 2014
<b>DEADLINE DATE:</b>	Application materials must be received by September 25, 2014.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Program Administrative Assistant I to support the customer service and program operations of the Education Division.

**RESPONSIBILITIES:** 1) schedule K-12 programs and events in support of Education Division operations; 2) provide support for the Education and Historic Sites & Museums Divisions by managing school scholarships; 3) promote MNHS brand and support attendance and revenue goals; 4) prepare statistical and other reports; and 5) provide general assistance in the Guest Services and overall Education Division operations.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- One to two years of experience with high volume phone work.
- One to two years related experience, such as clerical, scheduling or office administrative work.
- Demonstrated ability to operate efficiently an online computerized scheduling system and to understand and manipulate the complexities of the system with confidence.
- High attention to detail and accuracy in all aspects of work.
- Previous experience in promotions, sales or customer service
- Strong written and oral communication skills.
- Strong customer service and human relations skills.
- Strong computer skills, including proficiency with Microsoft Suite and Google Applications.
- Demonstrated ability to exhibit patience, understanding and courtesy with the public.

**DESIRABLE QUALIFICATIONS:**

- Familiarity with Artifax scheduling software.
- Broad knowledge of MNHS programs, services, policies, and procedures.
- Ability to adapt to new technology as it emerges and applies it to visitor services operations.
- Ability to work independently and as part of a team.
- Experience working with teachers and in education settings.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://www.mnhs.org/jobs)), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

**Applications will be acknowledged**

**- No phone calls please -**