



## Administrative Assistant Job Opening

The Indiana Academy of Science has an opening for a part-time administrative assistant, a direct report to the Executive Director, at 20 hours a week.

The Indiana Academy of Science is a non-profit professional membership organization dedicated to promoting scientific research, encouraging communication and cooperation among scientists, diffusing scientific information and improving education in the sciences. The Academy membership is made up of Indiana scientists, science educators, science graduate and undergraduate students, and science enthusiasts.

If you know of someone who is looking for the opportunity to learn and grow, we believe they will find no better organization than the Indiana Academy of Science. Nowhere else can you find as much encouragement and opportunity to contribute to the future of an organization and the community it serves, as well as one's own career.

The job of the administrative assistant supports the Executive Director through a variety of tasks related to organization and communication. Provides administrative support to ensure efficient operation of the office. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Directs and leads the work of volunteers assigned to special projects and the Annual Meetings of the Academy.

- **Requirements:**

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Proficient in MS Office, Excel, PowerPoint; Website Savvy. Will need to know how to quickly access backend information; report any Website problems
- At least 7 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred

- **Salary:**

This is a part time position of 20 hours a week. The starting salary is \$14.00 an hour. The hired individual will be responsible for their own health insurance, life insurance, and retirement plan.

- **Interested individuals should send an email cover letter with resume to [execdir@indianaacademyofscience.org](mailto:execdir@indianaacademyofscience.org); subject line AA Position Opening.**