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## Job Posting

**Position:** Museum Office Assistant  
**Available:** April 2018  
**Hours:** 14-21 hours per week (2-3 days M-F TBD)  
**Reports to:** President & CEO  
Vice President of Finance & Administration

**Location:** Staten Island Museum (Administrative Offices)  
1000 Richmond Terrace, Building H

### Position Summary:

The Staten Island Museum seeks a part time Museum Office Assistant. Responsibilities include providing general administrative and clerical support to the President & CEO and the Vice President of Finance & Administration.

This is an excellent opportunity to experience the inner workings of museum administration. Open to college students or recent graduates. All majors are welcome.

### Responsibilities

- Greeting and directing office visitors
- Organize and schedule appointments and meetings
- Draft and distribute correspondence; emails and letters
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Enter and maintain contact lists
- Assist with mailings
- Manage social media posts
- Liaise with all museum staff on projects and requests as required.

### Skills

- Previous office/clerical experience
- Excellent written and verbal communication skills
- Excellent time management and the ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Attention to detail and problem solving abilities
- Knowledge of office management systems and procedures
- Basic computer skills
- Knowledge of social media platforms
- Working knowledge of office equipment: printers, copiers and fax machine

**To apply email resume and cover letter to [apply@statenismuseum.org](mailto:apply@statenismuseum.org)**

Position open until filled. No phone calls please.

**We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and organizational need.**

### Vision & Mission

Founded in 1881, the Staten Island Museum, New York City's only general interest museum, engages visitors with interdisciplinary exhibitions and educational programs that explore the dynamic connections between natural science, art and history based on its diverse collections. The Museum is dedicated to making its current and future collections broadly accessible for educators, students, researchers and the general public by providing authentic experiences in the field and at the Museum.