

USDAN ADMINISTRATIVE ASSISTANT

POSITION SUMMARY:

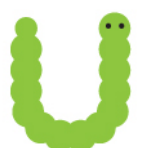
This is an opportunity to join the small, Operations Department at Usdan Summer Camp for the Arts on Usdan's 140 acre architecturally significant campus in Wheatley Heights, Long Island, NY. This year-round position will be working towards a busy, fast-paced summer programming and camp schedule. The Operations Department oversees the maintenance department and facility rentals. Full-time, Monday through Friday, 9am-5pm. Occasional additional hours to be scheduled.

RESPONSIBILITIES INCLUDE:

- Oversee general office operations.
- Schedule and track time & attendance of hourly employees.
- Maintain Operations Department and facility rental calendar.
- Act as Executive Assistant to the COO.
- Schedule appointments and meeting for Operations staff.
- Track accounts receivable and accounts payable for Operations Department.
- Manage small camp merchandise store.
- Accept deliveries and distribute campus mail.
- Purchase office supplies & equipment and maintain proper stock levels.
- Track shared departmental equipment and resources.
- Other duties as assigned.

QUALIFICATIONS:

- Good customer service skills.
- Experience in retail a plus.
- Attention to detail.
- Basic knowledge of computers and technology a requirement.
- Experience in scheduling hourly employees a plus.
- Willing and able to work in all weather conditions.
- Capacity to work both independently and as a team.
- Interested in learning new skills.
- Ability to follow instructions from supervisors.
- Honest and ethical.



USDAN SUMMER CAMP FOR THE ARTS



- Sense of humor a must.
- Can-do attitude with the ability to find “yes”.
- Maintain a positive outlook and a “go with the flow” attitude .
- Valid driver’s license.

COMPENSATION:

\$20/HR

Usdan offers a competitive benefits and retirement package.

TO APPLY:

- Please apply through our online application: <https://www.usdan.org/employment>
- Subject Line: Administrative Assistant
- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.