

OSHER LIFELONG LEARNING INSTITUTE @ BRANDEIS

-- OLLI @ Brandeis --

Job Description: Full Time Administrative Assistant

The OLLI @ Brandeis Program is a program for retired, semi-retired and other adults, which provides college-level, non-credit, peer led courses in a wide range of topics. It also offers lunchtime lectures by interesting speakers and access to campus resources such as the library, museum and theatre. The mission of OLLI @ Brandeis is to provide members with opportunities to vitalize their lives through intellectual, cultural and social stimulation and to build and participate in community within the larger Brandeis community. OLLI @ Brandeis is entering its fifth year of operations in September, 2004, and as such offers a great deal of opportunity to participate in a growing and people-oriented organization as it matures in to a well-established program.

General Job Description The major purpose of this position is to assist the Director with a range of administrative tasks (below). **The purpose of this position is to work with the Director to: 1) maximize the efficiency and effectiveness of OLLI @ Brandeis operations, 2) maximize satisfaction of OLLI @ Brandeis members, and 3) maximize harmony and effectiveness in relationships with other departments on campus and outside vendors.**

Duties & Responsibilities There are a wide range of tasks associated with this position.

- Answering phones and communicating with various program constituents, e.g., members, potential members, committee members, study group leaders and speakers, multiple campus departments involved with OLLI @ Brandeis operations
- Serving as an "ambassador" to program members and others interested in OLLI @ Brandeis, i.e., **contributing to a high level of customer relationships**
- Maintaining and generating information from the program database,
- **Working to continuously improve the structure and function of the program database,**
- Doing a range of mailings and other correspondence,
- Assisting with program operations when OLLI @ Brandeis semesters are in session (includes):
 - Maintaining, and ordering (when necessary) audio-visual equipment,
 - Working with Study Group Leaders to set up classroom space
 - Being a presence to answer questions, provide supplies and assistance, and supervising student workers and program volunteers
- Ordering supplies,
- **Processing program revenues and "fundraising" contributions in timely and accurate way,**
- Processing invoices with oversight of Director,
- Maintaining organized computerized and hard copy files,
- Working with Brandeis ITS and Technology Committee to maintain OLLI @ Brandeis website,
- Working with (volunteer) Volunteer Coordinator to maintain records of volunteers, contact them when necessary, package jobs for volunteers, and supervise them when present,
- Maintain Volunteer, Staff, and Member Handbooks in print and on website

Qualifications

- Bachelor's Degree a plus but not necessary
- Two years of administrative office experience a plus but not necessary - may be necessary...
- Excellent organizational skills, attention to details and sound judgement
- The ability to multitask administrative activities
- Excellent interpersonal and communication skills, and being a team player
- Competence and comfort with multiple computer applications such as Microsoft Word, Filemaker (and/or other database packages), Microsoft Excel (and/or other spreadsheets), Microsoft Publisher, Power Point, Adobe Acrobat, Adobe Go Live (or other website creator/maintenance tool), comfort working with listservers and similar web-based communications tools, email, and internet.