

Administrative Support Assistant

JOB NO: 525235

WORK TYPE: Staff Full-Time

LOCATION: Main Campus (Gainesville, FL)

CATEGORIES: Office/Administrative/Fiscal Support, Veteran's Preference Eligible

DEPARTMENT: 13040100 - COTA-THEATRE-CHAIR

CLASSIFICATION TITLE: Administrative Support AST II

JOB DESCRIPTION:

Position: Full-time, 12 month TEAMS hourly

Date of Expected Hire: As soon as possible; negotiable with successful applicant

The School of Theatre + Dance in the College of the Arts seeks an Administrative Support Assistant II (Working Title: Assistant to the Director) to serve as the administrative hub for the School of Theatre + Dance (SoTD). Under the supervision of the School Director, this position is responsible for the majority of the clerical needs of the school office, including but not limited to acting as a liaison among SoTD faculty, staff and students and School and College administrators; handling the Director's calendar and all internal and external inquiries as the point of first contact; tracking all School administrative and academic deadlines; organizing, coordinating, and keeping files on all administrative paperwork; working with the College of the Arts HR and Fiscal Offices to provide information necessary to process School of Theatre + Dance personnel, travel and purchasing transactions.

The University of Florida College of the Arts intends to be a transformative community, responding to and generating foundational shifts in the arts and beyond. As business and academic professionals, artists, scholars, advisors, and teachers, we, the staff of the College, embrace the complexity of our evolving human experience and seek to empower our colleagues, students, and faculty to respond to and shape that experience fearlessly through critical thinking, creativity, constructive questioning, and respectful dialogue. We seek a colleague who engages with openness and enthusiasm for the work and the mission of the college. We seek a colleague who co-creates a diverse, inclusive, equitable, and accessible workplace while striving for professional and organizational improvement. We seek a colleague who identifies as a trusted steward of resources, balancing institutional requirements and the demand for innovative solutions.

Responsibilities:

Assistant to the School Director Responsibilities: Under the supervision of the School Director and working with the School's faculty and staff, this position is responsible for understanding the School, College and University policies and procedures that are necessary to maintain the efficient operation of the School and advising the Director as appropriate.

Acts as a liaison among SoTD faculty, staff, students, the College office, and other administrators. Keeps the Director's calendar, composes necessary correspondence, and keeps up-to-date faculty and staff lists and files.

Administrative Responsibilities: Keeps track of all school administrative and academic deadlines, notifying and reminding those involved as these deadlines approach; coordinates, collects and organizes the paperwork necessary to accomplish such tasks, reviewing for compliance with School, College, and/or University policies and procedures; tracks and updates those involved on the progress. These deadlines, processes and procedures include but are not limited to tracking of area discretionary budgets, personnel onboarding related to guest artist and temporary OPS staff hires as well as School related procedures including office hours schedules, course syllabi collection, grant deadlines and forms, graduate committee forms, performance coupons, and various faculty election ballots. Works with the College of the Arts HR and Fiscal Offices to provide information necessary to process School of Theatre + Dance personnel, travel and purchasing transactions.

General Clerical/Reception Responsibilities: Responsible for the overall smooth functioning of the office including ordering office supplies, maintaining the office copier, and distributing mail including FEDEX, USPS and UPS shipping and receiving. To this end, this position coordinates and delegates the work of graduate and other student assistants assigned to the administrative office. Works collaboratively with Company Manager to coordinate internal and external visitors and inquiries as the point of first contact. Responsible for opening and securing the McGuire Pavilion for Theatre and Dance at the beginning and close of each workday.

Participate in staff shared governance and professional development activities and serve on other committees as needed.

Location and Schedule: Normal working hours are Monday through Friday 8am – 5pm with an hour lunch

This position is expected to perform their duties on the UF main campus in Gainesville, Florida.

SCHOOL OF THEATRE + DANCE: The light-filled, state-of-the-art Nadine McGuire Theatre and Dance Pavilion is home to the School of Theatre + Dance (SoTD). The School's international full-time faculty of 27 recognized artists and researchers, complemented by adjunct and guest faculty and staff, including full- and part-time professionals. The School offers MFA curricula in acting and in design/technology, which includes scene design, lighting design and costume technology; BFA programs in acting, musical theatre, scene design, lighting design and costume design; and a BA in general theatre. The School features two degree programs in dance designed to develop the individual voice of the dance artist, a BFA and a BA. Approximately 200 students major in the artistically diverse curricula of the School of Theatre + Dance. Through its production program, outreach and innovative programming, the School of Theatre + Dance provides multiple cultural opportunities annually to thousands of members of the University and the greater community. The University of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges and is an accredited institutional member of the National Association of Schools of Dance and the National Association of Schools of Theatre. For more information, visit www.arts.ufl.edu/theatreanddance.

THE COLLEGE OF THE ARTS: The mission of the College of the Arts is to be a transformative community, responding to and generating paradigmatic shifts in the arts and beyond. We achieve the university's mission by training professionals and educating students as artists and scholars, while developing their capacities for critical study, creative practice, and provocation. The College offers baccalaureate, masters, and doctoral degrees. Approximately 1,700 students are pursuing

majors in degrees offered by the College of the Arts under the direction of 130 faculty members in its three accredited schools— the School of Art + Art History, the School of Music, and the School of Theatre + Dance, and in the Center for Arts in Medicine, the Digital Worlds Institute, and the Center for Arts, Migration, and Entrepreneurship. In addition, the college comprises the University Galleries, and the University level of the New World School of the Arts in Miami.

THE UNIVERSITY OF FLORIDA: The University of Florida is a comprehensive learning institution built on a land grant foundation, ranked one of the top five best public universities in the nation in U.S. News & World Report. We are The Gator Nation, a diverse community dedicated to excellence in education and research and shaping a better future for Florida, the nation and the world. Our mission is to enable our students to lead and influence the next generation and beyond for economic, cultural and societal benefit. UF is a graduate research institution with more than 50,000 students and membership in the prestigious Association of American Universities. Gainesville, which is consistently ranked as one of the nation's most livable cities, is located midway between the Gulf of Mexico and the Atlantic Ocean. Together, the University and the community comprise the educational, medical and cultural center of North Central Florida, with outstanding resources such as the University of Florida Performing Arts (Phillips Center for the Performing Arts, the Squitieri Studio Theatre, the Baughman Center, University Auditorium), the Harn Museum of Art, the Florida Museum of Natural History and in the community, the Hippodrome State Theatre and Dance Alive National Ballet.

EXPECTED SALARY:

\$16.76 - \$19.16 per hour; commensurate with qualifications and experience. Comprehensive and highly competitive leave and benefits package eligible.

MINIMUM REQUIREMENTS:

High school diploma or equivalent and four years of relevant experience.

PREFERRED QUALIFICATIONS:

The successful candidate will: (in order of importance)

Possess experience promoting an environment that advances access, equity, and inclusion.

Possess a bachelor's degree and one year of administrative experience or High School Diploma and five (5) years of administrative experience.

Have exceptional organizational skills. Ability to manage large amounts of information and prioritize job responsibilities effectively.

Manifest a proactive and collaborative working style.

Demonstrate exceptional communication skills (both verbal and written) and a desire to provide top quality customer service to staff, students, faculty, and other internal and external stakeholders.

Demonstrate commitment to accuracy and attention to detail.

Possess intermediate to high level of proficiency with MS Office Suite, especially Outlook and Microsoft Teams.

Show the capacity to navigate within a large institution and gather the required information to accomplish a task or complete a project successfully.

Enjoy being resourceful and engaging colleagues to dive into problem solving and collaborative critical thinking.

Have a passion for learning new skills and ways of thinking.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Website to apply: <https://explore.jobs.ufl.edu/en-us/job/525235/administrative-support-assistant>

Application Deadline: All application documents must be submitted by January 21, 2023.

Application Process: Applications must be submitted via the University of Florida's online application system. Online applications must include the following: (1) a detailed letter of application that explains how you match the particular qualifications of this position and how your perspective will contribute to and enhance our transformative community; (2) a resume; (3) names and contact information of three professional references. The Search Committee may request additional materials at a later time.

Inquiries may be sent to: Peter Carpenter, School Director and Professor
Chair, Assistant to the Director Search
Email: pcarpenter@ufl.edu

This position is eligible for veteran's preference. If you are claiming veteran's preference, please upload a copy of your DD 214 Member Copy 4 with your application for consideration. See our Veteran's Preference Page for more specific information.

Application must be submitted by 11:55 p.m. (ET) of the posting end date.

HEALTH ASSESSMENT REQUIRED: No