

ADMINISTRATIVE ASSISTANT III: WITTLIFF COLLECTIONS

The Albert B. Alkek Library at Texas State University is seeking qualified applicants for the position of Administrative Assistant III: Wittliff Collections. This position reports to the Director of the Wittliff Collections and provides administrative assistance including but not limited to maintaining a database of contacts, ordering supplies, answering telephones, and assisting patrons. It also oversees the hiring, training, scheduling, and supervising of student assistants.

Founded in 1986, the Wittliff Collections are devoted to collecting and preserving the creative legacy of the Southwest and to fostering "the spirit of place" in the wider world through the acquisition of significant archives and works of the Southwest's literature, music and film, as well as the photography of the Southwest and Mexico. The Wittliff Collections welcome visitors, tours, and classes, host lectures, readings, and symposia, assist researchers, and present major exhibitions year-round from their holdings in over 6,600 square feet of gallery space.

RESPONSIBILITIES: Manage the routine operation of the department and front office, including front office telephone. Provide administrative services to the Director and staff. Interview, hire, train, supervise and evaluate student workers, and coordinate work assignments. Maintain Raisers Edge contact list for communication to Wittliff Collection constituency regarding events, exhibitions, etc. Work cooperatively with University Advancement staff and Wittliff Collections Director to process monetary donations to the Wittliff via Raisers Edge database and other paperwork. Oversee opening and closing procedures, including training staff and student workers on appropriate procedures. Greet and assist patrons, refer patrons to appropriate staff member. Provide information about the Collections and gift shop by phone and in person. Assist patrons with gift shop sales. Pull library books for patrons. Work with Events Assistant to manage inventory, pricing, and ordering for small retail operation related to Wittliff Collection publications and other items. Assist with public events, including working closely with Events Assistant to manage student workers to assist with event set-up, take-down, and overall management. Manage or assist with departmental projects under supervision of Wittliff Collections director.

QUALIFICATIONS: Required: Administrative skills to manage office operations; Organizational skills; Demonstrated supervisory experience; Ability to manage time to successfully manage multiple tasks simultaneously and meet strict deadlines; Problem solving and decision making skills; Demonstrated ability to forge and sustain effective working relationships; Written and oral communication skills to assimilate and convey information accurately and clearly; Math ability to oversee department budgets; Proficiency at Microsoft Office including word processing and spreadsheet software, Internet research, email, and file sharing; Proficiency at using a computer, phone, fax, calculator, copier, and filing system; Ability to work some evening or weekend hours for special events; Physical ability to routinely twist, turn, bend, squat, and routinely lift and carry objects weighing 30lbs.

Preferred: Knowledge of Texas and Southwestern literature, photography, and music; Speaking fluency in Spanish; Technical ability including working with scanners, Mac computers, FileMaker Pro, VCR/DVD players or sound equipment; Familiarity with a library catalog and/or archives and finding aids.

SKILL TESTING: Skill testing may be required.

SALARY AND BENEFITS: \$2,348-\$3,261 monthly. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

BACKGROUND CHECK: Employment with Texas State University is contingent upon the outcome of a criminal history background check.

Texas State's 38,808 students choose from 98 bachelor's, 91 master's and 13 doctoral degree programs offered by the following colleges: [Applied Arts](#), [McCoy College of Business Administration](#), [Education](#), [Fine Arts and Communication](#), [Health Professions](#), [Liberal Arts](#), [Science and Engineering](#), [University College](#) and The [Graduate College](#). As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

Application information:

Apply online at <http://jobs.hr.txstate.edu>

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.