

# UNIVERSITY OF DALLAS

Job Number: 12619UD

Administrative Assistant – Art Department

Date Posted: August 5, 2022

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## WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, rich traditions, and exceptional employee benefits.

## SUMMARY

UD is currently seeking an Administrative Assistant to provide administrative support to the Chairman and other members of the Art faculty. Primary duties include: telephone management, receiving visitors, handling all correspondence, maintaining up-to-date office and student files, keeping budget accounts for the art supply budget, updating the website, and designing brochures and invitations for the Art Department and Art Gallery.

## PRIMARY RESPONSIBILITIES

- Assist Chair in the seamless operation of Art activities. Schedule meetings and appointments.
- Provide general administrative support to the Art Department. Attend, record, transcribe and maintain reports of faculty meetings.
- Provide administrative support for the Director of Journalism.
- Provide administrative support for summer programs.
- Oversee annual department calendars (meetings, department agendas, reviews, admission to candidacy), event management, visiting artist presentations, and exhibition calendar.
- Responsible for postal management.
- Submit Facility work orders for general maintenance, receptions and events within the Art Village. Reserve university spaces for art department events.
- Maintain files on all academic-related subjects. Secure, confidential graduate and undergraduate student records (critiques, oral and thesis summaries, student course evaluations). Manage course offerings and scheduling for Fall, Spring, and Summer. Complete paperwork on Adjuncts and Faculty Overloads.
- Maintain departmental and interoffice correspondence, telephone management, welcoming visitors, and handling complex routing systems of information from all UD offices.
- Serve as the Content Manager for the Art Department website.
- Assist in the design and execution management of Art Department outreach programming, invitations, and brochures for exhibitions. Design print-ready brochures, including mailers and catalogues for regional and national hosted competitions.

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- Oversee the management of the Digital Art Resource Library, student files, and events with archival storage, slide, and digital duplication.
- Maintain mailing lists for the Art Department and the Beatrice M. Haggerty Gallery.
- Keep accurate accounts of all business transactions and maintain department records for the eight departmental areas (Art History, Ceramics, Foundations, Gallery, Office, Painting, Printmaking, and Sculpture). Requesting purchase orders, check processing, voucher requests, tracking petty cash accounts, maintaining equipment contracts for office equipment, processing contractors (models for figure drawing, lecturers, and visiting artists), payroll reporting for undergraduate student workers and graduate assistants.
- Manage portfolio files and schedule critiques/interviews for prospective Art Scholarship Competition, Art Village Tours, and Campus visits.
- Assist students by scheduling oral review times and locations, distributing exhibition guidelines, coordinating work requests, bulk e-mailings, invitations for Senior and Graduate student exhibitions, and maintaining student files.
- Hire, supervise and document departmental undergraduate student workers and graduate assistants.
- Maintain official records with Braniff Graduate Dean's Office.
- Open and close the Beatrice M. Haggerty Gallery, Monday-Friday.
- Maintain and manage department records (correspondence and syllabi). Archive Senior and Graduate Student thesis.
- Collect information and documents to create a semester newsletter and an Annual Art Activities Book (Archival recordkeeping of accomplishments and exhibitions by undergraduate students, Graduate Students, Alumni, and Faculty.)
- Other duties as assigned to ensure the efficient and effective operation of the Art Department.

## MINIMUM REQUIREMENTS

- High School graduate with some college and previous administrative assistant experience.
- Proficiency required in typing and word processing (MAC/Apple and Microsoft Word) and design software, including In Design, Photoshop, and Illustrator.
- Proficiency required in accounting/bookkeeping.

## PREFERRED QUALIFICATIONS

- Some college work preferred.
- Office administration experience strongly desired.

## ADDITIONAL INFORMATION

- Ability to communicate effectively and grammatically, both orally and in writing.
- May supervise student workers.

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## **BENEFITS**

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefit for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**