

Southeastern Universities Research Association Position Description

POSITION TITLE: **CRESST II Administrative Assistant**

REPORTS TO: Special Projects Manager

POSITION SUMMARY:

Under the day-to-day supervision of the CRESST II Projects Manager, the Program Administrative Assistant coordinates the delivery and tracking of program activities and resources, including program transactions, records, files, and databases; performs a variety of general program support and reporting functions, including responding to inquiries and collecting, assembling, and distributing information; produces internal and external communication materials including formatting, proofreading, copying, packaging, and distributing. Full COVID-19 vaccination is required. Accommodations due to medical or religious reasons will be accepted

MAJOR RESPONSIBILITIES:

- Maintain lists.nasa.gov e-mail exploders for CRESST II and partner employees.
- Arrange appointments, as requested, for CRESST II Director, Program Manager, Associate Directors and CRESST II Business Managers.
- Maintain office equipment and supplies needed for CRESST II Central Office.
- Maintain office F&E inventory.
- Provide back up to Program Associate, Science Support Manager and Special projects manager in handling badges for one-day visitors.
- Ensure rapid delivery of outgoing mail to partner institutions and maintain mail log.
- Assists CRESST II Central will all required program reports, including conducting a quarterly publication search for all scientists to be input into quarterly reports.
- Maintain the CRESST II LinkedIn page, with posts occurring 1-2 times per week, and assisting the content collection for the CRESST II website.
- Manage the CRESST II Scientist of the Month program.
- Assist Special projects manager with requirements and administration of meetings, seminars, and colloquia.
- Assist in CRESST II recruitments as requested by the Program Associate by collecting applications and maintaining records. Coordinate interview travel or calls for short-listed applicants, as required.
- Assist Program Associate, Special projects manager, and Science Support Manager in organizing Board, all-hands, administrative team meetings, holiday party, interaction days, postbaccalaureate events and CRESST II Annual Retreat
- Coordinate the CRESST II Summer Internship program alongside the Program Associate and Special projects manager.
- Assist CRESST II staff with visitors, as well as record-keeping, as requested.

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- Assist Special projects manager in researching, pricing, and the reimbursement of travel for Special Programs
- Assist in other activities as assigned.

WORKING RELATIONSHIPS:

- CRESST II Director, CRESST II Program Manager, and SURA Special Projects Manager: receive work assignments and priorities.
- CRESST II Program Staff: coordinate daily activities of the CRESST II Central Office. Provide back-up and support to Program Manager, Special projects manager, Scientist Support Manager, Program Associate, and Business Manager.

DECISION-MAKING AUTHORITY/ORGANIZATIONAL IMPACT:

- Works within established program requirements and SURA policies and procedures with the latitude to organize workflow as appropriate in support of the CRESST II Central Office.
- Offers procedural recommendations to CRESST II and SURA management to improve coordination between SURA internal controls, the CRESST II Central Office, and CRESST II scientists.

EDUCATION:

- Associate's degree or equivalent combination of training and 1-5 years of experience in customer service or related field.

TYPE AND AMOUNT OF SKILLS AND EXPERIENCE:

- Proficiency with office automation and other office technologies. Excellent knowledge of software applications including Microsoft Office suite, e-mail applications, and database management. Working knowledge of web-based applications and accessibility.
- Excellent verbal and written communication skills, including spelling, punctuation, and grammar. Attention to detail and accuracy essential.
- Strong interpersonal skills and adaptability, well organized. Demonstrates initiative with a customer service orientation.
- Ability to multi-task and take direction from multiple people.
- Experience and demonstrated ability to perform office support activities, including planning, organizing, and facilitating activities with internal staff and external stakeholders.
- High degree of integrity, professionalism, and discretion when working with confidential, personnel- or business-sensitive materials.
- Experience in a scientific, educational, or R&D organization is desirable.

SURA is an Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities. EEO/M/F/D/V