

## **Administrative Assistant**

The Space Science Institute (SSI) is a research and education non-profit corporation with a vision to expand humankind's understanding and appreciation of planet Earth, our Solar System, and the universe beyond. SSI's primary purposes are to (a) provide a place where scientists can be most productive and develop important research ideas and (b) share the joy of science and educate communities nationwide.

While research is the foundation of SSI's work, we also bring science to the public in innovative, relevant ways to ensure that space research and education will continue to thrive. Our "K through Gray" programs have the potential to ignite curiosity and inspire continued learning across generations.

The Space Science Institute (SSI) is seeking a flexible problem solver with a detail-oriented mindset to support the administrative functions of the Business Office. The desired candidate is a self-starter, skilled at developing effective working relationships both remotely and in person.

This is a full-time position in a business casual, dog friendly environment. Annual salary is \$45 – 50,000 commensurate with experience.

### **The position will:**

- Ensure general coordination of the office and serve as primary liaison between company headquarters and remote employees, providing information, answering questions and responding to requests.
- Maintain vendor contracts and relations, facilitation of office functions and services
- Perform a variety of administrative duties, such as generating and distributing the monthly newsletter, recording minutes of monthly all-staff meetings, maintaining current contact lists for affiliates/vendors
- Provide admin/clerical support to the AP/AR, Grants and Contracts functions.
- Schedule and track meetings and appointments, book flights and travel arrangements
- Coordinate reservations and shipping for trade show booths
- Perform data entry and maintenance functions for various databases

### **Successful candidate will possess:**

- Proven administrative/office management experience
- Proficient with MS Office suite, with the aptitude to learn new software and systems.
- Excellent communication, organization, proofreading and time management skills, comfort with multi-tasking
- Solid interpersonal skills with a strong customer service focus
- Experience developing internal processes and systems
- Ability to demonstrate confidentiality and adapt to changing situations with professionalism and discretion.

SSI offers a robust benefits package including health/dental/vision with HSA and FSA options in addition to Life, AD&D, short-term and long-term disability coverage. Generous employer contribution provided with our 403(b) retirement plan. SSI appreciates a healthy work-life balance, offering 11 paid holidays, vacation, and sick leave.

**To Apply:**

Please email resume, cover letter (detailing relevant experience), and 3 references to the attention of Ria Barrows at [jobs@spacescience.org](mailto:jobs@spacescience.org).

Only individuals selected for interviews will be contacted. Inquiries from direct applicants are preferred, no recruiters or phone calls please.

SSI is a non-profit, public benefit corporation and operates as an equal opportunity employer. To learn more about our mission, please visit [www.SpaceScience.org](http://www.SpaceScience.org).