



Projects Administrative Assistant

The Space Science Institute's National Center for Interactive Learning (NCIL) in Boulder, Colorado has an immediate need for a detail-oriented individual with a background in administration, travel coordination, written communication, web research, social media, and a basic understanding or interest in science, space/Earth science and science education. This is a great opportunity to get involved in a small, team-oriented, fun, scientific and educational working environment.

The successful applicant will be directly involved in project meeting and travel coordination, database project work, assimilating project newsletter articles, project timeline tracking and updates, web research for project staff, updating and monitoring social networking sites, coordination (and continual follow-up) regarding traveling exhibits and the related networks, network coordination duties, general project support as delegated by the Community Engagement Manager and other Senior NCIL staff, asset wrangling, and other various duties as assigned.

Knowledge/Education: 3+ years' experience as an administrative assistant or similar is required.

Skills/Expertise required: Knowledge of and experience with Internet Explorer and other similar web platforms, Microsoft Word, Excel, PowerPoint, Outlook, and social media tools is required.

Applicant must be punctual, professional, and have the ability to work well under tight deadlines with minimal supervision. S/he should also be very good at online research and comfortable with new media and social media trends. Keen analytical skills, resourcefulness, excellent writing skills, ability to design reports for a variety of audiences, reliability in meeting deadlines, good organizational skills, good communication and interpersonal skills, and patience with detail-oriented work are a must. Performs administrative duties such as mailing, replacing exhibit components, note-taking, running the technology in project meetings, scheduling meetings and teleconferences, updating project databases, contacts, newsletter, and similar items (typically in Excel), Clerical/Administrative experience is highly desired.

This is a full-time position with benefits, dependent upon availability of funds. Salary is \$14-\$16/hour dependent upon experience and applicants should be able to start as soon as possible. This position is a direct report to the Community Engagement Manager to help support the project work of multiple project directors and the Director of NCIL at SSI. This position will also support the Professional Development Manager at NCIL, and work closely with the Web Content Manager and the Senior Software Developer

To Apply: Interested individuals should send a letter of interest, resume, brief writing sample (half page to a page) and the names and contact information for 3 references. Applications that do not include all of these items will not be considered.

Please note: The Space Science Institute is a non-profit, public benefit corporation and operates as an equal opportunity employer. This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of the position.