

## **ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**

### **Job Description**

**April 17 – August 11, 2023**

<b>Department:</b>	Education & Community Programs/ <i>AileyCamp</i>
<b>Salary:</b>	\$16.99/hour
<b>Job Classification:</b>	4921U - STDT 2, Non-Exempt
<b>Working Hours:</b>	April 17 – August 11: part-time (4-6 hours per day), June 20 – July 28, 2023: 8am – 4pm, with some variability as necessary
<b>Personnel Program:</b>	Personnel Policies for Staff Members (PPSM)

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### **Introduction**

Cal Performances is seeking a student assistant to work for AileyCamp as an Administrative Assistant. The pay is \$16.99/hour, with overtime earned after 40 hours in a week.

From April 17 to June 19, and July 29 to August 11, the student will work a schedule of 4 to 6 hours per day. From June 20 to July 28, when the camp is in session, the student will work from 8 a.m. to 4 p.m. with occasional over time as needed.

**Cal Performances** presents and produces outstanding artists from the Bay Area, the United States, and around the world in performances and community programs which promote excellence, innovation, diversity, education, and community involvement, with the fundamental belief that the arts are vital to our society locally, nationally, and internationally. Berkeley/Oakland AileyCamp at Cal Performances is a program of the Education Department. Cal Performances supports AileyCamp with an array of professional performing arts services, including but not limited to marketing, public relations, facilities including Zellerbach Auditorium, and a full professional technical staff.

AileyCamp is a nationally proven arts education program that uses dance as a vehicle for developing self-esteem, creative expression, and critical thinking skills among 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students (aged 11-14) from underserved communities. AileyCamp also provides exceptional dance training to middle school students from lower socioeconomic backgrounds. The project was inspired by the work of the late Alvin Ailey, internationally renowned dance artist, choreographer, and founder of Alvin Ailey American Dance Theatre.

### **Responsibilities**

#### **Administrative Support**

Assists the Directors of Berkeley/Oakland AileyCamp with all aspects of Administration, including: fielding inquiries and directing calls; setting up and maintaining camp database and filing system; coordinating supplies for AileyCamp, including ordering and inventorying, collecting daily attendance; communicating with parents about campers attendance and tardiness, requirements, permission slips, etc.; assisting with sensitive and sometimes confidential information; preparing correspondence; running errands both on and off campus; photocopying materials; and performing general office management responsibilities and other clerical/administrative duties as assigned.

- From June 20-July 28, five-day work week – Monday through Friday 8:00 a.m. to 5:00 p.m., (and until 9:30 p.m. on 7/27 performance night) all weeks except the week of staff training. Prior to June 1<sup>st</sup>, part-time hours will increase as needed in the weeks leading up to camp.

#### **Design & Communication**

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Curate weekly AileyCamp newsletter for families. Regularly provide photos and written material for Cal Performances' social media platforms.

Produce and organize materials for camp family orientation, staff orientation, first day of camp, open house, camp video, camp anthology, and final day camp celebration.

Produce from templates: Ailey camper materials including identification badges, camper handbook, and family handbook.

The individual may work remotely through May, but will need to work onsite from 8:00 a.m. to 5:00 p.m. from June 12-July 28, as well as several days in August.

**Position Controls:**

The AileyCamp Administrative Assistant/Office Manager reports to the AileyCamp Directors and works with the Guidance Counselor, Group Leader Mentor, Group Leaders and Instructors as needed.

**Skills, Knowledge & Abilities**

**Required Qualifications**

- Must be a registered UCB student.
- Excellent organizational & time management skills, cheerful collaborator, able and willing to take initiative to accomplish or support others in accomplishing tasks related to the successful and smooth operation of camp.
- Computer experience using MS Office, e-mail, and Adobe InDesign.
- Accuracy and attention to detail.
- Ability to relate & communicate effectively and sensitively with a culturally diverse group of people.
- Excellent interpersonal and communication skills (written and verbal) with the ability to express ideas clearly and concisely.
- Excellent phone manner.
- Demonstrated ability to work under pressure to manage multiple tasks with competing deadlines and complete projects within a fast-paced environment in a self-directed, prioritized, and calm manner.
- Ability to maintain strict confidentiality.
- Initiative and flexibility to work independently and as part of a team.
- Positive model for disciplined practice, healthy personal habits, and respectful communication with colleagues, camp families, and campers.
- Must be able to successfully pass a background check.
- Must complete all UC Berkeley mandated trainings for employees by deadlines given.
- Must comply with UC Berkeley's Covid-19 policies.
- Valid Drivers License

**Preferred Qualifications:**

- Interest in the Arts.
- Experience working with young people.

If you are interested, please send your resume/cover letter to [swhitney@berkeley.edu](mailto:swhitney@berkeley.edu) or [randerson@calperformances.org](mailto:randerson@calperformances.org).