



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** History Center Administrative Assistant

**DEPARTMENT:** Administrative & Office Staff

**LOCATION:** Offsite – Wichita Tribal History Center

**REPORTS TO:** History Center Director/Curator

**JOB SUMMARY:**

Under direct supervision of the History Center Director/Curator. Will be responsible for tourism liaison, interfacing with visitor inquiries, providing the word processing operations of the computer and will assist in the preparation of brochures, marketing, public relations and other duties. Office managerial and clerical support will also be provided to the History Center Director/Curator. Supervises no employees.

**CORE DUTIES AND RESPONSIBILITIES:**

1. Initiates tourism marketing networking, attend regional tourism meetings and serve in an outreach capacity between the Wichita and Affiliated Tribes and the tourism industry.
2. Oversees the design, content, printing, and distribution of promotional or marketing pieces, such as the tourism brochure, museum brochure, and the entrepreneurial directory.
3. Provides the word processing operations of the computer and effectively maintain a filing system of the information developed.
4. Responsible for mailing information packets to prospective visitors.
5. Will keep the time and attendance of project staff and be responsible for delivering messages to the appropriate office.
6. Assists in the preparation of proposals.
7. Types, proofs, reads and edits work.
8. Compiles budgetary information and produce financial reports for the program.

9. Performs other tasks specifically assigned by the History Center Director/Curator.
10. Assist History Center Director/Curator as needed with other duties.
11. Responsible for operating the POS system and assisting patrons with gift shop sales.
12. Performs other duties related to position as necessary or assigned.

### **EDUCATION AND EXPERIENCE:**

1. Possess an Associate's Degree from an accredited college/university in Business Administration, Management or related field; or equivalent experience with successful completion of management and/or administrative skills training from an accredited post-secondary institution.
2. Must have had at least two (2) years of work experience in a museum, or in work directly related to the duties and responsibilities specified.
3. Prefer individual with an above average knowledge of the Wichita culture, tradition, custom, and language.
4. Possess bookkeeping and accounting skills and/or work experience.
5. Must possess skills in communication, both oral and written, and have the ability to establish and maintain a working relationship with individuals regarding language and culture.
6. Have the ability to understand and follow complex, detailed technical instructions.
7. Be computer literate and able to operate software for letter processing, spreadsheets, and databases.
8. Must have the ability to organize and maintain clear and concise records.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a POS system, computer, printer, calculator, copy machine, telephone, photographic equipment, etc. While performing the duties of this job, the employee is frequently required to stand; walk; reach; climb or balance; stoop; kneel; crouch or crawl. The employee must frequently lift, carry, and move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

