

ART STUDENTS LEAGUE OF DENVER

Job Opening: Business Administration Coordinator

SUMMARY

Under the general supervision of the Business Administration Director, this full-time, non-exempt position provides human resource support on all personnel matters and coordinates the building maintenance, grounds and janitorial needs of a 125 year old main building and second building on site. The position is also responsible for the volunteer needs of the Art Students League of Denver, provides administrative and general office duties and participates in the human resources and building board committees.

ESSENTIAL QUALIFICATIONS

- Education/ Experience- Associate's degree or equivalent from two-year college or technical school
- Two years of related professional experience
- Knowledge of community arts programs, serving beginners to advanced artists of all ages

DUTIES AND RESPONSIBILITIES

- Processes employment applications, handles all onboarding paperwork, background checks and set up of new employee files, including online and paper files
- Processes payroll and manages all related reports
- Administers employee benefits
- Operates as Workers' Compensation contact person
- Serves as a general resource for Human Resources inquiries
- Supports employee engagement and culture of appreciation
- Coordinates with vendors for repairs and maintenance to building, grounds, and studio equipment
- Coordinates with vendor to provide janitorial services
- Coordinates with vendors and provide support for technology including phones, computers, and office equipment
- Develops, promotes and maintains a wide range of volunteer opportunities within organization
- Recruits, interviews and places applicants for volunteer work
- Prepares and mails AP checks, and files all paid invoices and takes deposits to the bank
- Works on special projects and events and performs other duties as assigned

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Must have excellent oral and written communication skills
- Demonstrate excellent customer services/public relations with all visitors, students, faculty and models
- Ability to maintain strict confidentiality
- Must be flexible and able to handle multiple tasks and conflicting priorities
- Working knowledge of computers and modern office practices and procedures; experience with the use of Microsoft Office and Quickbooks
- Ability and willingness to work evening hours and weekends as required
- Has a sense of humor

TO APPLY: Please submit a cover letter and resume to Jennifer Ziemer, Business Administration Director at j.ziemer@asld.org. Applications will be accepted until August 10, 2018.