

ADMINISTRATIVE ASSISTANT and VISITOR SERVICES INTERN JOB DESCRIPTION

**Virginia Historical Society
Office of Institutional Advancement**

Title: Administrative Assistant and Visitor Services Intern, Office of Institutional Advancement

Reports to: Senior Research Officer, Office of Institutional Advancement

Hours per week:

10-15 hours per week, \$10.00 per hour, maximum of 150 hours per semester

Education and Experience:

3.0 GPA

Undergraduate student in Business, English, or Marketing

Start date: June 8

Summary: The Administrative Assistant will support the Office of Institutional Advancement on day-to-day tasks as well as special projects. These tasks may include preparing materials for meetings, assisting with mailings and donor letters, and other projects.

This position will also be responsible for helping to fulfill the day to day operations involved with staffing the two VHS Reception desks, as well as the museum shop. Responsibilities will include orienting visitors to the VHS, assisting customers with their purchases in the museum shop, as well as fulfilling other duties as needed.

Duties and Responsibilities:

- Answer, prioritize and screen incoming phone calls and emails
- Provide exceptional customer service to museum visitors
- Assist Advancement Office with data entry and other administrative tasks

Knowledge and Skills:

- Excellent written and verbal communication skills
- Customer service and sales background preferred
- Meticulous attention to detail
- Friendly and professional telephone manner
- Strong basic working knowledge of in-office technologies (printer, copier, fax, etc.)
- Ability to prioritize workload effectively and function calmly in a pressure situation
- Computer skills, Microsoft Word, Excel, Outlook, and Powerpoint

Application Requirements:

- Complete online application
- Send Resume and cover letter
- On-site Interview
- Application Deadline: May 31, 2017 for Summer 2017
- For additional information, please contact Dana Fariss, Senior Research Officer, at dfariss@vahistorical.org.