

**The San Angelo Museum of Fine Arts, working in collaboration with Goodfellow Air Force Base and the San Angelo Independent School District, has several job positions that are open immediately and are on a fast track for employment starting as early as September 1, 2017. Interviews will be scheduled beginning this coming Tuesday afternoon, August 15<sup>th</sup>. The position descriptions and salary ranges are below.**

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**Position:** Office Manager; STARBASE Goodfellow

**Salary/Compensation:** Salary range is \$31,800-\$41,000

**Work Location:** Goodfellow AFB

**Schedule/Work Hour Detail:** Year Round Program

### **STARBASE Goodfellow:**

An educational outreach program designed to increase the knowledge, interest and skills of underrepresented youth in science, technology, engineering, and math (STEM) through an inquiry-based curriculum with “hands-on, minds-on” experiential activities. An immersive five-day, 25-hour STEM program for fifth graders, with authentic and engaging learning aligned to standards. STARBASE looks to the future in supporting STEM learning after STARBASE through the STARBASE 2.0, STEM Outreach initiative and providing volunteer mentors for after-school STEM programs. STARBASE partners with Goodfellow AFB, area colleges and universities to provide hands on experiences for educators increasing classroom impact exponentially. STARBASE Goodfellow will serve approximately 1,200 fifth graders each year.

### **BRIEF POSITION DESCRIPTION:**

The office manager is responsible for organizing, maintaining, and coordinating office operations and procedures that provide organizational effectiveness and efficiency, all while performing in a manner that fully supports, directly or indirectly, the inspiration of students and creates memorable, positive learning experiences. This position reports to the director.

Additional information on duties and responsibilities is available in the job description.

### **QUALIFICATIONS:**

- Minimum of an associate’s degree in office administration or related field with at least 2 years of experience as an administrative assistant/office manager
- Strong computer skills
- Demonstrated computer experience with various software packages including word processing, spreadsheets, and databases
- Familiarity or proficiency preferred with Adobe Suite (InDesign, Illustrator, Photoshop, Adobe Acrobat), and FileMaker
- Dynamic communication (oral and written) skills
- Ability to organize and prioritize multiple work assignments, meeting deadlines, and adapting to changing priorities while maintaining a positive, effective, and professional approach
- Ability to work effectively as a team member
- Ability to exercise self-motivation and to work effectively both independently and cooperatively

under minimal supervision

- Working knowledge of military policies, procedures, and protocol preferred
- Ability to compose and format general office material to include proofing grammar, punctuation, and spelling
- Ability to maintain detailed record keeping, tracking, and filing systems
- Ability to organize and analyze data
- Ability to accurately interpret directives, policies and procedures

**OTHER REQUIREMENTS:**

- Current certification in CPR or possess the ability to successfully obtain certification
- Current criminal history reviews required by State of Texas school districts or the ability to successfully pass the reviews, which may include a Criminal History Record Information (CHRI) and/or National Criminal History Record Information (NCHRI). A CHRI refers to a state-wide, name-based or fingerprint-based criminal history and NCHRI refers to a national, fingerprint-based criminal history.

### **Description:**

The office manager is responsible for organizing, maintaining, and coordinating office operations and procedures that provide organizational effectiveness and efficiency, all while performing in a manner that fully supports, directly or indirectly, the inspiration of students and creates memorable, positive learning experiences. This position reports to the director.

### **Qualifications:**

The office manager is required to have a variety of education, skills, aptitude, knowledge, and experiences:

- Minimum of an associate's degree in office administration or related field with at least 2 years of experience as an administrative assistant/office manager
- Strong computer skills
- Demonstrated computer experience with various software packages including word processing, spreadsheets, and databases
- Familiarity or proficiency preferred with Adobe Suite (InDesign, Illustrator, Photoshop, Adobe Acrobat), and FileMaker
- Dynamic communication (oral and written) skills
- Ability to organize and prioritize multiple work assignments, meeting deadlines, and adapting to changing priorities while maintaining a positive, effective, and professional approach
- Ability to work effectively as a team member
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### **Duties and Responsibilities:**

- **Office Management**
  - Assist in the overall day-to-day duties as requested by the director
  - Prepare/modify classroom files as requested by director and program staff
  - In conjunction with the director, develop and maintain yearly work calendar and yearly school calendar
  - Coordinate the scheduling of attending classrooms and maintain modifications to schedule, promptly notifying staff as changes occur
  - Prepare and mail visiting classroom packets (forms), communicating with visiting teachers as questions, comments, or concerns arise
  - Maintain, through direct input and/or changes/corrections, student database, including certificates, attendance lists, class lists, alpha lists, and name badges; provide all generated materials to the

necessary staff members in a time efficient manner

- Input and maintain data for student, teacher, and parental assessments
  - Receive and distribute mail as officially-designated Wing mail manager for STARBASE
  - Prepare outgoing deliveries and accept incoming deliveries; process and stock (or distribute accordingly) incoming deliveries, ensuring orders reflect correct items and quantities; coordinate with appropriate vendor for any discrepancies
  - Maintain and order supplies and equipment as approved by director
  - Serve as primary Telephone Control Officer (TCO), performing and satisfying all duties as required by the Wing, such as the review and certification of monthly long distance reports
  - Maintain email accounts
  - Organize and maintain registration and processing of summer academies
  - In coordination with director, maintain asset management procedures; coordinate with director for the return of equipment and goods that are no longer required for program operations
  - Per the director, manually input, modify, or delete time clock discrepancies
- **Guest Services**
    - Receive visitors and telephone calls, determine nature of requests, and direct callers or visitors to appropriate staff or office
    - Communicate clearly and professionally with visiting teachers and chaperones as may be necessary
    - Maintain open communication with San Angelo Museum of Fine Arts and Goodfellow AFB personnel and offices as needed
    - Coordinate visitor access to Goodfellow AFB with Security Forces and/or the front gate and visitor's complex
    - Represent STARBASE Goodfellow at military and community meetings, functions, and conferences when requested and when appropriate
    - Provide VIP briefings and tours to official guests of the San Angelo Museum of Fine Arts, Goodfellow AFB, San Angelo Independent School District, community leaders, and Department of Defense
- **Facility Operations**
    - Maintain general upkeep and cleanliness of reception desk and general vicinity
    - In cooperation with the director, coordinate and supervise custodial services
    - Actively engage in practicing general cleanliness of the STARBASE facility, maintaining its welcoming, comfortable appearance
    - Coordinate with Civil Engineering service calls desk for repairs or maintenance issues that require immediate attention
- **Professional Development**
    - Utilize time as appropriate and available for personal and collaborative professional development
    - Participate in all training for security, safety, and emergency procedures, including fire evacuation, tornado/ severe weather procedures, and facility lock-down
    - Through annual assessments and reviews, set specific goals with associated completion dates, and track progress toward achieving goals
    - Assist with the training of employees as requested by the director

