

Job ID
36679
Location
Chicago, Illinois

Department: SoC Theatre
Salary/Grade: NEX/11

Job Summary:

The Program Assistant 3 coordinates administrative processes and prioritizes, directs, and responds to business matters involving administrative functions associated with education, research, and/or operations. Provides support for the academic and logistical operations of the downtown theatre center including student recruiting, student records and general student support; event and activity support; hiring and payment of freelance and temp theater labor, scheduling rooms, classrooms, and facilities; working with NU facilities on physical plant issues; working with IT on technology issues; may also assist with some logistics on the Evanston campus from time to time; other general program support as assigned.

Please note: Occasional evening hours during public productions and receptions.

Specific Responsibilities:

Documents & Databases

- Independently responds to and composes correspondence.
- Creates and maintains standard spreadsheets and/or databases.
- Prepares queries, reports, statistics, tables, charts, etc. based on information compiled from various sources.

Website

- Maintains websites and/or blogs.

Accounting

- Approves appropriate expenses, purchases and reimbursements per budget.
- Creates and maintains financial records.
- Prepares forms.
- Verifies appropriateness and accuracy of charges.
- Processes and reconciles expenses, accounting transfers, and/or appropriation changes.
- Generates summary reports and statistics.
- Processes routine payroll actions.

Human Resources

- Resolves hiring, termination, etc. processing problems.

Coordinations

- Manages registration and travel.
- Organizes and coordinates events which may include creating timelines.

- Collects agenda items and background materials.
- Creates registrant profiles.
- Coordinates complex itineraries involving domestic and/or international travel, etc.
- Prepares annual event, conference and/or meeting budget.

Contacts

- Researches information to resolve problems or issues.

Student Services

- Provides a variety of administrative support for student services such as recruitment; admissions; applications; curriculum; program evaluation.
- Reviews administrative processes and procedures regarding student services and recommends changes.

Supervision

- Coordinates work of receptionists, program assts, temporary/work-study students, secretaries, research/clerical assts, interns, etc.
- Performs other duties as assigned.

Minimum Qualifications:

- A high school diploma or equivalent required.
- 4 years of administrative support or other relevant experience required.
- Experience in theater or media.

Minimum Competencies: (Skills, knowledge, and abilities.)

- Intermediate knowledge of word processing, spreadsheet, email, and database software programs is required.
- Experience with theatrical equipment and classroom technology.

Preferred Qualifications:

- Degree in theatre, theatre production, stage management, or other related disciplines.

Preferred Competencies: (Skills, knowledge, and abilities)

- Experience in theater operations, academic programs, and/or business operations.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.

Questions?

For consideration, current employees must submit an online application. For specific questions about this position, current employees may contact Eric Noll at eric.noll@northwestern.edu. External candidates should be directed to apply via Northwestern's career site at careers.northwestern.edu