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.

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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