

The University of Texas at Austin Job Posting

Job title Site Manager of Briscoe-Garner Museum (Senior Administrative Associate)

FLSA status Non-exempt

Posting number 17-08-10-02-9025

Job status Open

Basic Information

Date available 09/01/2017

Position duration Funding expected to continue

Position open to all applicants

Monthly salary \$2916

Hours per week 40.00 Standard from 800AM to 500PM

Location Texas, not Austin

Hiring department Briscoe Center

Number of vacancies 1

General notes Position located in Uvalde, Texas. Work week is Tuesday through Saturday.

Additional Information

Purpose of position To serve as the site-manager for the Briscoe-Garner Museum Division of of the Dolph Briscoe Center for American History, responsible for the daily operations and maintenance of the facility. The position will report to the Assistant Director responsible for other off-campus divisions of the Briscoe Center.

Essential functions Coordinate and execute all programs and special events at Garner Museum, including Garner Seminars, Education events for secondary schools and area colleges, John Nance Garner Day celebrations. Supervise museum staff, currently .5 FTE building attendant and .5 FTE administrative assistant. Coordinate the planning and implementation of publicity, promotion and public information programs for activities conducted at the Museum in concert with the Public Affairs Officer of the Briscoe Center. Assist the Friends of John Nance Garner with the events and activities they sponsor on behalf of their Briscoe-Garner Museum fundraising efforts. Work with exhibits and curatorial staff of the Briscoe Center to execute the exhibitions of the museum, including research, writing, fabrication, and installation. Greet visitors and conduct interactive orientations and walking tours to visitors or educational groups. Monitor the facilities and grounds, making recommendations to supervisor regarding repairs and maintenance, locating possible contractors, and evaluating the execution of those repairs when supervisor is not on site. Serve as the Briscoe-Garner representative in community and city government relations and relationships and attend the meetings of those organizations to which the Briscoe-Garner Museum has institutional memberships. Occasionally travel to UT Austin campus to conduct research, to attend staff meetings, etc.

Licenses: Class "C" Operator's Driver's License. Applicant selected must provide a current three year Driving Record from the current state of residence. If not currently a Texas resident, must obtain a Texas Driver's License within 30 days after entering Texas as a new resident.

Marginal/Incidental functions Other related functions as assigned.

Required qualifications Bachelor's degree and three years of clerical experience, including one year of experience at either the Administrative Assistant or the Administrative Associate level, or high school graduation or GED, and seven years of clerical experience, including one year at either the Administrative Assistant or the Administrative Associate level. Experience performing complex administrative functions. Demonstrated experience with planning events. Superior written and verbal communication skills. Demonstrated professional demeanor and initiative. Demonstrated strong attention to details, ability to work under pressure and to meet deadlines. Demonstrated strong interpersonal skills and ability to successfully work with a diverse community. Equivalent combination of relevant education and experience may be substituted as appropriate.

Preferred qualifications Bachelor's degree and seven years of clerical experience, including five years at the Administrative Associate level. Experience with the UT Austin VIP program. Experience as a clerical supervisor. Experience coordinating public programs. Experience in specialized development work or in a related field. Experience working with the public. Demonstrated ability to excel, to be highly motivated, to exercise initiative and willingness to put forth an extra effort getting a task accomplished. Demonstrated ability to be supervised and to be flexible with working assignments and environments. Demonstrated excellent communication and organizational skills. Experience working with advisory board members. Experience directly related to the Essential Functions listed.

Working conditions May work around standard office conditions. Repetitive use of a keyboard at a workstation. Use of manual dexterity. Climbing of stairs. Lifting and moving. Exposure to book dust, book mold or other airborne allergens; work in a shared office space; occasional intrastate travel;

Security sensitive; conviction verification conducted on applicant selected.

The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length.

The University of Texas at Austin, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

Close Window