

This 25 hour/week (M-F) position is a key component of the administrative team at the Mandel Center for Studies in Jewish Education, a research center at Brandeis. The new person will join a team of friendly and supportive administrators, scholars and faculty who are dedicated to the center's mission of strengthening the field of Jewish education, and who understand the importance of work/life balance. The position reports to the associate director. This is a 10-month position that includes health insurance, paid time off, retirement savings, tuition remission, and other generous benefits. Interviews will take place in July; the position starts in late August.

#### Responsibilities:

Provides general administrative support to the director, research faculty, staff and affiliates as needed. This involves scheduling, photocopying, coordinating mailings, business travel arrangements, and tracking and submitting expenses for reimbursement. Conducts some light research (online and library), orders books and periodicals, occasionally arranges transcription and other academic services. Maintains the Center's Filemaker Pro databases of contacts, books, and computer supplies and technology.

Serves as the public face of the Center, greeting and directing visitors, callers, and emailers. Receives and distributes mail and deliveries. Orders and maintains inventory of office supplies. Helps to keep office and kitchen areas clean and organized; arranges for repairs and maintenance as needed.

Assists the events coordinator with planning, preparing and supporting events. Includes occasional evening and Sunday work.

Provides light support for use of and troubleshooting office and computer technology. Sets up conference calls and basic A/V for videoconferences and web meetings.

Assists budget manager with corporate credit card processing, including entering expense descriptions, allocating expenses to budget accounts, compiling expense reports, and follow-up with merchants in the event of disputes or discrepancies. Processes weekly non-exempt time reporting.

#### Qualifications:

Bachelor's degree

At least two years of professional administrative experience

Excellent oral and written communication skills

Attention to detail

Proficiency with common desktop and cloud-based (PC or Mac) software such as Microsoft Office and Google Suite.

Photo and/or video editing capabilities a plus

Contact: Susanne Shavelson, associate director of the Mandel Center (shavelson@brandeis.edu)

About the Center: brandeis.edu/mandel