

Date Prepared: 07/06/2021	Prepared By: Howard Horowitz	Extension #: 63171
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Business Unit: AAJMF - JEWISH MUSEUM OF FLORIDA-FIU	Department: 202087000 - Jewish Museum of Florida-FIU
Job Code/Title: 0043 Temp Administrative Support	
Working Title: Museum Assistant	Rate/Range or Total Contract Amount: \$15.00/hour
Rate Type: Hourly	Standard Hours: 30/week
Work schedule: M-F 10:00 am - 4:00 pm	Length of appointment: 06/15/2022
Target Opening/Hires: 1	Reports to Supervisor ID: 1168887
Reports to Name: Susan Gladstone	
REASON FOR TEMPORARY APPOINTMENT: Appointment for project-based assignment	

JOB DUTIES/RESPONSIBILITIES:

Provide general assistance as directed to various departments at Jewish Museum of Florida-FIU including Development, Membership, Marketing, Administration & Finance including but, not limited to:

Finance:

- inputting invoices, requisitions and other purchase documents with FIU Foundation and Controller's Office;
- preparing spreadsheet of daily revenue;
- ordering office supplies as needed;
- daily intake of all checks and credit card payments;
- assisting as museum store retail assistant as needed.

Membership:

- calling lapsed members, inviting members to events;
- attending and preparing sign-in sheets at event;
- creating spreadsheets of event attendees
- submitting email blasts following events;
- updating Constant Contact with new members;
- emailing surveys to event and program attendees;
- assisting in administering B'nai Mitzvah Fund;
- creating and sending new or updated membership cards;
- following member news and developments including death, job promotions, life cycle events;
- mailing appropriate acknowledgments to members and donors

Marketing:

- handling museum social media
- updating community calendars including local, county and Greater Miami Jewish Federation with museum programs.

Administration

- answering museum telephone listening to all messages daily;
- meeting with Director each morning, coordinating director's calendar and appointments, organizing mail.

Other Duties:
 Handling/managing cash, checks, cash transactions, gift cards, debit/credit cards, and/or cash equivalent.
 Working within museums,

MINIMUM QUALIFICATIONS:

High school diploma or GED and two (2) years of customer service or related experience. Criminal Background Check
 Fingerprinting Check

ALLOCATION

Activity Nbr	Cost PID	Task	Project	Fund	End Date
2028710001				604	

For HR Official Use	<input type="checkbox"/> Posting Requirement Waived	<input type="checkbox"/> Required to Post
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