



# Posting Notice

## Personnel Requisition Details

Job Type Description:	Administrative Aide/Communications Services Coordinator
FLSA:	Non-Exempt
Secondary Title:	
Scientific Title:	
Position Type:	Staff Position
Division:	Observatory Administration
Location of Position:	Charlottesville, VA
Job Status:	Regular Full Time
FTE:	1
Length of Appointment:	
Work Schedule:	Normal Business Hours
Amount of Travel Required:	Minimal
Number of Positions Supervised:	None
Position Summary:	<p>The position requires close interaction with a variety of employees to ensure administrative requirements are professionally documented and processed in a timely manner.</p> <p>The Administrative Aide/Communications Services Coordinator will provide administrative and logistical support to Business Services and Communications.</p>
Job Duties Summary:	<p><u>Business Service duties:</u></p> <ul style="list-style-type: none"><li>-Process invoices, vouchers, and credit card receipts for payment;</li><li>-Operate Charlottesville petty cash;</li><li>-Cash receipts - checks, tracking and bank deposits;</li><li>-Assist with organizing meetings, including room, logistics, and catering arrangements, coordinating visitors, including liaison with NRAO sites for specific visitor requests, and representing the Observatory to outside organizations who wish to use the Edgemont Road facility;</li><li>-Provide back-up assistance to the Executive Administrators in the Director's Office, the Communications Event Coordinator, and the Shipping and Receiving Dept.;</li><li>-Carries out other duties as assigned.</li></ul> <p><u>Communications Services Coordinator duties:</u></p> <ul style="list-style-type: none"><li>-Manage and operate large volume NRAO printing services on the Ricoh printer;</li><li>-Provide logistical and administrative support for the NRAO presence at major science community meetings, such as the semi-annual American Astronomical Society meetings;</li><li>-Support basic design, logistics, and support materials production for NRAO special events, meetings, and conferences;</li><li>-Assist with procurement, reporting, travel planning and reports, filing, and other miscellaneous office tasks;</li><li>-Carries out other duties as assigned.</li></ul>

Competency Summary:	<p>-The successful candidate must possess strong organizational, verbal and written communications skills, be detailed-oriented, and be able to manage, schedule, and complete tasks on time for multiple customers across the Observatory;</p> <p>-Must demonstrate a high level of professionalism;</p>
Minimum Education:	High school diploma
Preferred Education:	
Minimum Experience:	At least two to three years of related experience.
Preferred Experience:	Some experience in graphic design software is preferred, but not required.
Physical Demands:	
Work Environment:	Climate controlled office work environment
Requisition Number:	507
Skills & Abilities:	Must have experience with all standard Microsoft Office software.
Job Open Date:	03/26/2014
Job Close Date:	
Special Instructions to Applicants:	
Required Applicant Documents:	<p>Resume/Curriculum Vitae</p> <p>Cover Letter</p>
Optional Applicant Documents:	Other Document

**The NRAO is an equal opportunity employer (M/F/D/V)**