



## Artisan Center Specialist

August 8, 2017  
Job Order 601731

**Department:** Community & Regional Learning Services  
**FLSA Status:** Non-Exempt  
**Union Code:** ESS  
**Salary Grade:** C

**Reports To:** Manager, Artisan & Business Center  
**Amount of Travel Required:** 4 days/month  
**Positions Supervised:** None

**LOCATION:** Artisan Center

**STANDARD HOURS:** 37.5 hours per week; Typical hours Monday-Friday 8:00am - 4:00pm. Flexibility required to include other evening and/or weekend hours as necessary.

**MINIMUM STARTING SALARY\*:** \$20.11/hour

*\*Current benefit eligible employees will be placed within the pay range based on their current rate/range.*

Required online application available on website: [www.nwtc.edu/jobs](http://www.nwtc.edu/jobs)

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

**The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.**

### POSITION SUMMARY

Combine your detailed administrative organizational skills with a strong interest in the arts to become part of the Artisan & Business Center core team. This position provides a variety of support services, manages office operations, and assists with artisan program marketing development and delivery. Requires excellent customer relations, knowledge of office systems, procedures, and computers. Successful candidates must possess strong leadership, creativity, and communication skills. The ability to function in a high paced environment with multiple tasks at any given time is necessary.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

#### Essential Functions Statement(s)

- Manage enrollments and reporting through both EventBrite and PeopleSoft for all courses, workshops, events, and additional programming.
- Oversee cashiering functions. Ensure cashiers are properly trained and transactions are posted correctly. Act as a liaison with NWTC Finance.
- Develop and manage Artisan Center contracts for customers, vendors, and instructors. Process instructor and

vendor payments including Pro-cards and reimbursements.

- Prepare monthly, quarterly, and annual reports including: financial, enrollment, dashboards, and individual project reports.
- Track and maintain Artisan Center statistics including: revenue, expenses, net profit, logistics (hours/materials/travel), open studio participation, supply resale, unduplicated head count, and program participation.
- Provide office/facility administrative support including: written SOPs, forms, signage, calendars and scheduling, reception desk, supply ordering, and employee hiring/termination paperwork.
- Design and develop printed marketing pieces including: course catalogs, workshop flyers, program and event marketing, brochures, portfolios, and signage.
- Manage social media and online marketing including: Facebook posts, web content, and digital photography.
- Participate in client meetings, proposal development, concept development, and project execution when needed.
- Provide studio support for classes, workshops, and open studio.
- Provide project management support for all Artisan Center programming including weekly updates at team meetings.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success - Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented- Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

### **SKILLS & ABILITIES**

**Education:** Associate's Degree in Administrative Assistant or Business | Management | Arts related field.

**Experience:** Three years related experience

*\*\*An equivalent combination of education and work experience may be considered.*

#### **Computer Skills**

Microsoft Office Suite, Adobe Creative Suite, Enterprise Software (PeopleSoft preferred), Social Media, Web Content Management, Surveying Systems (Survey Monkey preferred), and Enrollment Systems (EventBrite preferred).

#### **Other Requirements**

Must hold a valid driver's license and be insurable under the District's standard insurance policy terms.

### **PHYSICAL DEMANDS**

Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally))
Reach Outward	F (Frequently)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	F (Frequently))	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

- N (Not Applicable)**    Activity is not applicable to this occupation.
- O (Occasionally)**    Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)**        Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)**        Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.