



Union Station Kansas City, Inc.

Position Description

Title: Science City Education Team Administrative Assistant
Department: Science City Education
Reports to: Director of Programming & Outreach

Essential Duties and Responsibilities: Provides overall Science City Education team and program support with positive customer service, accurate and timely record-keeping and excellent interpersonal skills. Must be a great communicator who is detail oriented, organized, dependable and able to multi-task in a fast-paced office environment.

- Reconcile monthly credit card statements with departmental receipts and credit card logs.
- Process invoices for education department purchases as well as mileage and other department employee reimbursement forms.
- Track and order program equipment, materials and supplies regularly used by the education team as well as handle special orders as needed.
- Assist the Science City Summer Camp team in creating a great experience for children and families by coordinating the timeline and ensuring all work is completed on time.
- Coordinate Science City Education team internal event calendar with Union Station events team.
- Assist with preparations for and implementation of Science City Education team programs and activities, including the GKC Science & Engineering Fair, Code.org, Saturday STEM Seminars, ScienceWise and others.
- Process paperwork for new Science City Education team members.
- Copy, collate and assemble items for Science City informational packets.
- Coordinate and process education office supplies and replenish as needed.
- Other duties as assigned.

Please note that the above job description is not all inclusive of actual job duties and is meant to give an applicant a basic summary of the job opportunity being offered.

Qualified candidates should:

- Have a bachelor's or associate's degree or a high school diploma/GED and/or some combination of four years administrative or customer service experience including general customer service, word processing, preparation of spreadsheets, accounting/financial systems processing and database systems.
- Be organized, detail oriented, able to multi-task and meet deadlines.
- Be able to communicate clearly and effectively with guests, co-workers and management
- Take initiative and be dependable.
- Be proficient in MS Office applications, including Word, Excel, Power Point and Outlook.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a fast-paced office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Successful candidates will be required to:

- Occasionally work a variable schedule established by science center management, including some evenings, weekends and occasional holidays – occasional overtime may be required.
- Be punctual and regular in attendance regardless of assigned shifts
- Lift up to 25 pounds

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

About Science City: Science City at Union Station Kansas City, is a dynamic, hands on science center featuring nearly 200 individual interactive exhibits and daily programming and this position is a valued member of that team. Science. Kids of all ages experience the amazing world of science first-hand through fun and engaging exhibits and programs. In addition to daily programs and activities open to all guests, Science City offers onsite curriculum-based programs to school groups (PK-12), outreach programs and an onsite summer camp. STEAM education is at the core of everything in the science center, be it exhibits, demonstrations, classes, shows, presentations, special events or programs. Last year more than 225,000 guests visited Science City. Visit www.sciencecity.com for more information.

About Union Station: Built in 1914, Union Station opened her arms with 850,000 square feet of amazing space that originally featured 900 rooms. In her prime as a working train station, she accommodated hundreds of thousands of passengers each year. During WWII, an estimated one million travelers – many of them soldiers -- passed through the Station. The North Waiting Room (now Grand Plaza) held 10,000 people and the complex included restaurants, a cigar store, barber shop, railroad offices, the nation's largest Railway Express Building (used for shipping freight and mail) as well as a powerhouse providing steam and power. So many stories of farewells, reunions and of day-to-day vibrancy still echo in her walls.

Closed in the 1980s, our Station sat empty and neglected, narrowly escaping demolition on several occasions. Then, in 1996, a historic bi-state initiative was passed to fund the Station's renovation, which was completed in grand fashion in 1999. Union Station is once again a majestic and desired destination for our surrounding communities. She is at once, magical, warm, casual, elegant, full of surprises and wise from experience but young at heart. Union Station draws tourists from all over the world who marvel at her Grand Hall's 95-foot ceiling, three 3,500-pound chandeliers and the six-foot wide clock hanging in her central arch. She wakes up early and stays up late to host business meetings, recognition events, weddings and parties of all sorts.

OUR MISSION: Union Station Kansas City is dedicated to science education, celebration of community and preservation of history.

Union Station Kansas City is committed to employing a drug-free and diverse work force.

EOE M/F/D

To Apply: Email your résumé and a cover letter describing why you'd like this position at Union Station to: employment@unionstation.org