

## **University City Science Center Job Posting**

The University City Science Center (UCSC) has an immediate opening for a full-time Administrative Assistant-QED/Receptionist. The Administrative Assistant-QED/Receptionist position is responsible for providing administrative and clerical support to assigned primary business areas of the UCSC QED Program business functions. The Administrative Assistant/Receptionist will promote the highest level of administrative efficiency through effective clerical and data entry support, support of event and program activities, scheduling of onsite, offsite and remote events, interaction with vendors, invoice processing and timely response to internal and external customer inquiries and requests. This position will work closely with other UCSC business areas and provide administrative support to the entire organization as needed.

The Administrative Assistant-QED/Receptionist has internal contacts with the entire administrative staff and external contact with business partners, vendors, and the community. This position has access to sensitive UCSC information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent the UCSC in a professional manner.

The Administrative Assistant-QED/Receptionist will report directly to the Executive Assistant/Office Manager and take direction of daily work duties from the Program Manager, QED Program as well as participate in department activities as necessary.

The successful candidate will have 2-3 years of related experience in a professional office environment with a customer service focus is preferred.

High School Diploma or equivalent required; BA/BS degree or some college is preferred.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

Salary is commensurate with experience.

Interested candidates should forward a resume along with salary requirements to: Human Resources, University City Science Center 3711 Market Street, Suite 800 Philadelphia, PA 19104 Fax# 215-966-6002 or email Kindra Sloan, Senior Manager, Human Resources at [resumes@sciencecenter.org](mailto:resumes@sciencecenter.org).

For more information, check us out on the web at [www.sciencecenter.org](http://www.sciencecenter.org)

**We are an Equal Opportunity Employer**