

**Ashbrook Center
Teaching American History
Position Description**

Teacher Program Administrator

Under the supervision of Director of Teacher programs, the Teacher Programs Administrator handles all administrative tasks associated with one-day and multi-day seminars and webinars.

Responsibilities:

One Day Seminar

- Arrange travel for discussion leader
- Prepare and distribute seminar reading packet
- Post information and materials for seminar on Basecamp
- Send Reading packet and final agenda to participants
- Create salesforce links for marketing and other seminar activities
- Submit Expense Reports after Event
- Request stipend checks from AU Business Office, including Discussion Leader's check

Multi-Day Seminars

- Select hotel near seminar site; negotiate, and review hotel contract
- Plan agenda, menus, transportation to historic site, tours
- Maintain participant registrations
- Invite alternates as necessary
- Gather participant travel plans
- Communicate all logistics with ambassador or onsite representative
- Make travel arrangements for staff and faculty
- Communicate with discussion leader to ensure course pack is correct
- Arrange preparation and distribution of seminar materials
- Review and Process vouchers, expense reports and check requests after each seminar

Webinars

- Maintain calendar of webinars
- Solicit readings from faculty participants
- Produce reading packs and post readings
- Schedule Zoom/Webex meetings
- Process vouchers for faculty honoraria
- Distribute participation letters

Qualifications

- A BA or BS degree
- 3 years of experience in office or program administration
- Ability to use office software including Microsoft Word, Excel, PowerPoint, Basecamp, and Dropbox (knowledge of WordPress and/or HTML is a plus);
- Strong organizational skills; ability to track multiple time-sensitive requirements
- Written and oral communication skills
- Ability to work independently and as part of a team
- Ability to work under pressure to meet deadlines