



POSITION ANNOUNCEMENT

Administrative Coordinator (Full-Time)

The Administrative Coordinator is a dynamic, service-oriented professional who plays a key role in ensuring the smooth daily operations of MIAD's front desk and provides campus-wide administrative support. As the first point of contact for students, visitors, and callers, this individual helps shape the welcoming atmosphere of MIAD while managing student workers and coordinating a range of clerical, logistical, and event-related functions vital to the college's success.

This position supports the Office of the President under the direction of the Executive Assistant to the President.

Key Responsibilities

1. Manage MIAD's Front Desk Operations, which may include recruiting, training, scheduling, and supervising student workers.
2. Serve as the primary campus greeter and information resource for students, visitors, and callers.
3. Oversee mail and package distribution, postage, and campus phone directories.
4. Manage MIAD's Merchandise Store (ordering, inventory, and sales).
5. Provide clerical and project support to multiple offices, including Finance, Institutional Advancement, Human Resources, and other administrative units, as directed.
6. Assist with the planning and execution of campus events (e.g., faculty and staff activities, trustee events and community events), providing logistical and operational support.
7. Maintain organized front desk, mailroom, and common areas.
8. Maintain the mailroom, which includes the coffee maker area.
9. Perform other duties as assigned by the Executive Assistant to the President.

Required Qualifications and Experience:

- Associate's degree (Bachelor's preferred) or equivalent combination of education and experience.
- At least 2 years of successful customer service or administrative experience.
- Strong organizational, multitasking, and problem-solving skills.
- Excellent interpersonal and communication skills with a welcoming presence.
- Proficiency with Google Workspace and Microsoft Office; familiarity with Adobe Creative Suite or Canva a plus.
- Experience supervising or training student workers preferred.
- Ability to handle sensitive information with discretion and to appropriately refer higher-level inquiries to the Executive Assistant to the President.
- Must maintain confidentiality and professionalism at all times.

Skills, Knowledge and Abilities:

- Comfort with learning new software and office systems as needed.

- Ability to lift/move 30 pounds, use ladders/step stools, and work in a moderately noisy environment.
- Dedication to providing professional, courteous, and reliable service to students, staff, and visitors.

Application Process and Deadline:

Qualified applicants should submit the following information in one (1) pdf document via email to: **search_admin_coordinator_group@miad.edu**

- ✓ Letter of interest/cover letter
- ✓ Résumé
- ✓ Three (3) professional references (names and contact information)

Initial review of applications will begin on November 3, 2025 and will continue until the position has been filled.

MIAD offers an attractive benefits package, including health, vision, and dental insurance.

All final candidates must successfully complete reference and background checks. Only pending charges or convictions that are substantially related to the position being considered will be taken into account during the employment decision-making process. Conviction records not substantially related to the position or to campus safety will not be considered in hiring decisions.

About MIAD: For over 50 years, the **Milwaukee Institute of Art & Design (MIAD)** has provided a transformative creative education, igniting curiosity through art, design, and service. As Wisconsin's leading private, nonprofit art and design college, MIAD prepares students for diverse, fulfilling, and financially rewarding careers through innovative, entrepreneurial thinking in a student-focused community.

Today, MIAD enrolls over 800 students annually in its nationally ranked BFA programs, including Communication Design, Illustration, Animation Track (Illustration), Product Design, Fashion and Apparel Design, Fine Art + New Studio Practice, and Interior Architecture and Design. Student enrollment has grown 40% in the past decade, with a strong emphasis on innovation, empathy, and community engagement.

Beyond the classroom, MIAD fosters cultural experiences and community impact through robust youth programs, nonprofit partnerships, and corporate collaborations, strengthening Milwaukee's creative economy.

Looking forward, MIAD remains a dynamic educational and creative force, addressing broad societal needs through action, intention, and expression.

MIAD is committed to a teaching, learning, and working environment free from all forms of discrimination and harassment. The college prohibits students, employees, contractors, volunteers, and visitors from engaging in discrimination and harassment based on any individual's age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity, gender expression, genetic information, religion, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off MIAD premises during nonworking hours, and any other legally protected characteristic. This prohibition applies to all of MIAD's educational programs and activities—including admissions—as well as all employment actions, including but not limited to recruiting, hiring, promotion, demotion, compensation, and benefits.