

Job Title: Student Administrative Assistant

Department: Meek-Eaton Black Archives Research Center and Museum

Employment Type: Federal Work-Study

Schedule: Monday–Friday; part-time hours between 8:00 a.m. and 5:00 p.m.

Reports To: Director of Museum Operations

Position Summary:

The Meek-Eaton Black Archives Research Center and Museum is seeking a motivated and detail-oriented student administrative assistant to support front office operations. The position is primarily responsible for reception desk coverage and general administrative tasks that contribute to the museum’s daily operations and public-facing professionalism.

Key Responsibilities:

- Staff the museum’s reception desk and serve as the first point of contact for visitors, callers, and guests.
 - Answer phones, direct calls, take messages, and respond to general inquiries professionally and promptly.
 - Greet visitors and assist with check-in procedures, appointment scheduling, and routing to appropriate staff or departments.
 - Perform general office duties including filing, photocopying, printing, document preparation, and data entry.
 - Support museum staff with scheduling, supply organization, mailing, and internal communications.
 - Assist with maintenance of front office appearance, ensuring public areas remain clean, organized, and welcoming.
 - Provide clerical support for special events, exhibitions, and student engagement initiatives.
 - Maintain confidentiality and follow institutional protocols in handling sensitive or administrative information.
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Qualifications:

- Must be a currently enrolled FAMU student and eligible for the Federal Work-Study program.
 - Excellent communication, customer service, and interpersonal skills.
 - Strong attention to detail, organization, and reliability.
 - Proficiency in Microsoft Office (Word, Excel, Outlook) and basic office equipment.
 - Professional demeanor and ability to work independently or as part of a team.
 - Prior experience in an office or front desk environment is preferred.
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Working Conditions:

- Work is conducted in a professional office and museum environment.
 - Requires sitting, typing, and interacting with visitors for extended periods.
 - Availability during museum administrative hours, Monday through Friday.
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How to Apply:

Submit your resume, class schedule, and proof of Federal Work-Study eligibility to the Meek-Eaton Black Archives front office or email blackarchives@famuedu.