



## **STEM Office Manager**

**STARBASE Indiana - Indianapolis – Indianapolis, IN**

**Description:** STARBASE Office Manager (Indianapolis)

**Job Summary:** STARBASE Indiana – Indianapolis is seeking an Office Manager for a unique hands-on, minds-on program that focuses on Science, Technology, Engineering, and Mathematical (STEM) concepts. The primary purpose of this position is to manage records, correspondences, files, as well as handle a variety of administrative support tasks.

**Qualifications:** The STARBASE Office Manager is required to have a variety of education, skills, aptitudes, knowledge, and experiences.

- Minimum of a Bachelor's Degree preferred, combined with at least 5 years of experience as an administrative assistant/office manager
- Demonstrated ability composing, formatting, and proofing of correspondence, spreadsheets and databases
- Ability to maintain detailed record keeping, tracking, and filing systems
- Ability and willingness to devote time as needed for quality communication and effective relationships with military personnel, government officials and dignitaries, staff, teachers, school principals, parents, students, and volunteers
- Working knowledge of military policies, procedure, and protocol are helpful
- Ability to organize and prioritize multiple work assignments, meeting deadlines, and adapting to changing priorities while inspiring a positive work atmosphere and level of productivity with a professional approach
- Good communication and interpersonal skills, - Must have a passion to work in an academic environment with and around children
- Ability to work as a team member
- Demonstrated ability to exercise self-motivation, and to work effectively both independently and cooperatively under minimal supervision
- IT experience is desirable
- Technology experience to include: Excel, Word, Office, video editing, Adobe Photoshop, Adobe Muse, networking, social media; website maintenance and technology/computer troubleshooting are a plus

**Working Conditions:** This position is full-time, salaried with limited benefits available.

**Application Procedure:** Email resume, cover letter to [brande@starbasein.org](mailto:brande@starbasein.org)

If selected, candidate must undergo and pass a background check and security clearance

**Job Type:** Full-time, salaried with limited benefits available