



Smithsonian Career Opportunity

Administrative Support Specialist, Lemelson Center for the Study of Invention and Innovation, Smithsonian Institution's National Museum of American History

The Lemelson Center for the Study of Invention and Innovation (Lemelson Center) at the National Museum of American History (NMAH) seeks a new Administrative Support Specialist to join its collaborative team. The Lemelson Center—supported through an endowment plus annual gifts and grants—undertakes historical research, develops educational initiatives, creates exhibitions, and hosts public programming to advance new perspectives on invention and innovation and to foster interactions between the public and inventors. Our team of 15 strives for a startup culture while working inside a large organization with a recognized brand and global reach. Learn more about the Center at invention.si.edu.

Position Duties and Requirements

The Administrative Support Specialist manages the procurement, finance, budget, and travel functions for the Lemelson Center and provides a broad range of coordination and management support for programming, such as:

- Providing financial management for all Lemelson Center-related funds (Trust and occasionally Federal funds), including developing budgets and financial projections;
- Verifying funds availability and ensuring appropriate funds are used;
- Reconciling monthly Smithsonian reports with Lemelson Center records and resolving discrepancies;
- Providing regular fund and budget updates to Lemelson Center and NMAH program managers;
- Troubleshooting and resolving difficult technical issues in reconciling funds and approving expenditures;
- Reviewing, analyzing, and extracting budget and funds information to prepare a variety of reports;
- Purchasing goods and services through purchase card or order, following up on transactions, documenting receipt, ensuring payment and close-out of orders, and reconciling monthly purchase card transactions;
- Assisting with program logistics, including coordinating invitational travel, catering, AV, and other activities;
- Supporting staff travel, verifying biweekly timesheets, and providing other staff administrative support;
- Creating and overseeing purchase orders and requisitions and supporting grants and contracts; and
- Serving as the property manager for the Lemelson Center.

The successful candidate must have a B.A. in accounting, financial management, or related field and 3 or more years of relevant work experience. Experience managing multiple funding sources is preferred.

Salary Information

This is a full-time Trust (non-Federal) position at the IS-9 grade level. The annual salary is \$56,233, plus an excellent benefits package.

Application

To apply, please email a cover letter, resume, and contact information for three professional references as a single PDF document to Monica Smith, Lemelson Center Head of Exhibitions, at SmithMo@si.edu with the subject line "Administrative Support Specialist." **Applications will be accepted until 6 pm Eastern, Wednesday, March 20, 2019.** We aim to schedule interviews during the weeks of March 25 and April 1, 2019.