

## POSITION ANNOUNCEMENT

Program Assistant  
Part-Time 20-25 hours per week

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for the part-time position of Program Assistant

The Program Assistant manages administrative duties required for Continuing & Professional Studies programs. The position provides support to all programs, with specific responsibilities related to for-credit classes. Clear communication within the department and the college are required for this position.

Qualified applicants must have:

### REQUIRED/PREFERRED EXPERIENCE

- Three years general office or secretarial experience, preferably in an academic environment.
- Three years computer experience with word processing and spreadsheet programs; user experience with database programs is helpful.

### REQUIRED/PREFERRED EDUCATIONAL BACKGROUND

- Bachelor's degree in related field preferred.
- Must have and maintain a valid driver's license and safe driving record.

About KCAI: The Kansas City Art Institute is a private, independent and accredited college of art and design founded in 1885, and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls nearly 600 undergraduate students regionally, nationally, and internationally. For more information, please visit [www.kcai.edu](http://www.kcai.edu).

Applications deadline and procedures:

This position is considered "open" until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply by email to: [jobs+ptprogassist2016@kcai.edu](mailto:jobs+ptprogassist2016@kcai.edu)

Attach to the email in PDF format only:

Cover letter

Resume

Salary Expectation and Salary History

List of 3 professional references we may contact

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute's Human Resource Administrator at [hr@kcai.edu](mailto:hr@kcai.edu).

**KCAI is an Equal Opportunity Employer: Minorities/Females/Disabled/Vets**