



**Administrative Assistant to the President Emeritus
Salina, KS
Full Time**

Position Summary

The Administrative Assistant to the President Emeritus will provide full time clerical and administrative support for the President Emeritus of The Land Institute, Wes Jackson. The primary focus for the President Emeritus is a program called Ecosphere Studies, and the Administrative Assistant will work closely with that program's staff members and with administrative, development, and financial staff members at The Land Institute to help create seamless teamwork.

About the Organization

The Land Institute is working on a solution to one of humankind's most critical challenges: how to produce food without destroying precious soil, water, and ecological resources. The Land Institute's core activity is research to create a "natural systems agriculture" that mimics the processes and structure of natural ecosystems like the prairie. This research is focused on creating an ensemble of perennial high-seed-yielding grain, legume, and oilseed plants that can be grown in various combinations, that is, an agriculture of perennial polycultures that can meet human needs into the future.

Natural Systems Agriculture aims to change the way we farm, moving away from an extractive relationship to the Earth toward perennial crops that hold soil and work with ecosystems. Ecosphere Studies aims to change the way we think about the world and our place in it, through educational and cultural projects with a perennial perspective.

The ecosphere is the creative, living globe that is our home. Rather than viewing Earth as a planet composed of living and non-living parts, and people as separate from our environments, Ecosphere Studies understands human communities as nestled within ecosystems. We are part of an intricately interdependent system, from which came an emergent property of life. This perspective allows us to address enduring questions of identity and ethics in new ways.

The Land Institute is located in Salina, Kansas, along the banks of the Smoky Hill River at the border of medium and tall grass prairies, making it an ideal location for its research mission. The Institute now employs about 35 people on site, including nine Ph.D. scientists and numerous graduate students and post-doctorate fellows. For more information, please visit www.landinstitute.org.

Responsibilities

- Manage the President Emeritus's incoming email, track those requiring a response; field telephone calls.
- Maintain the President Emeritus's calendar and properly communicate scheduled activities to appropriate staff.
- Proactively manage travel logistics for the President Emeritus, including transportation, lodging and other details; coordinate with host organizations; provide President Emeritus

- with appropriate itinerary and travel information; and prepare reimbursement requests for travel expenses.
- Assist with the President Emeritus's writings, lectures and correspondence, including typing, editing, proofreading, internet research, preparing Power Point presentations, responding to emails, and other details.
 - Maintain a well-organized and easily searchable filing system of emails and documents.
 - Assist with planning, organization and travel arrangements for workshops and other events.
 - Assist with annual Prairie Festival.
 - Maintain office equipment and supply stock in Classroom Building.
 - Act as courier to and from the main office.
 - Perform other clerical duties as needed, such as filing, scanning, photocopying and preparing mailings.

Qualifications

- Minimum of a high school diploma or general education degree (GED) required.
- Five years or more related work experience preferred.
- Ability to perform basic math calculations.
- Excellent written and verbal communication skills with ability to proofread and edit for grammar, word usage, context, and sentence structure.
- Demonstrated proficiency in Microsoft Word, Excel, Outlook and PowerPoint software.
- Experience with Microsoft Office 365 a plus.
- Working knowledge of office equipment.
- Strong organizational skills with the ability to multi-task and meet deadlines.
- Excellent time management skills and the ability to prioritize work.
- Ability to work well with minimum supervision and show initiative.
- Demonstrated accuracy, thoroughness and good attention to detail.
- Ability to work well with others throughout the organization to build positive teamwork.
- Flexibility to change priorities abruptly and work gracefully under pressure.
- Possessing self-confidence and strong self-esteem while also being willing to learn.
- Basic knowledge of science history and interest in Ecosphere Studies a plus.

Compensation

The Land Institute offers an excellent benefits package and a competitive salary that is commensurate with experience.

To Apply

To be considered for this position, interested candidates should submit a resume and cover letter to careers@landinstitute.org. Review of applications will begin August 14, 2017. Position will remain open until filled.

The Land Institute is an equal opportunity employer and actively encourages applications from women and people of all ethnic and national origins and sexual orientations.