

Office Assistant for Advancement & Engagement

No. of Jobs Available:	1
Supervisor:	Helen Alto, Assistant Director of Engagement
Contact:	Helen.Alto@necmusic.edu

Job Summary:

The Advancement & Engagement (AE) team is looking to hire a student office assistant for the 2022-23 academic year to support its Annual Programs & Engagement division. The Advancement & Engagement Office oversees donor related events and activities and fundraising initiatives of the Conservatory.

The hours for this position are generally available Monday through Friday, 9:00am - 5:00pm. The desired start date is 10/01/2022.

Job Duties:

- Assists the Engagement office with daily administrative and operational needs
- Research alumni and student news for storytelling opportunities
- Research and update information in our donor database
- Collaborate with departments campus-wide to educate friends, parents, and alumni about the mission of NEC and the importance of philanthropy

The position is compensated at \$14.25 per hour for approximately 8-10 hours per week.

Qualifications:

- Friendly, courteous, responsible and reliable
- Detail-oriented; able to follow direction and multi-task
- Ability to work independently as well as a member of a team
- Maintain confidentiality of sensitive information. Willing to sign a Confidentiality Agreement if hired
- Strong sense of responsibility and able to work well independently
- Knowledge of the Microsoft Office suite is desired
- Previous office experience preferred

How to Apply: Please send a resume and cover letter to Helen Alto at Helen.Alto@necmusic.edu.