

## Advancement Office Assistant

No. of Jobs Available:	1
Supervisor:	Patricia Kopko, Assistant Director of Advancement Operations
Contact:	Patricia.Kopko@necmusic.edu

### Job Summary:

The Advancement and Engagement (AE) team is looking to hire a student office assistant for the summer and 2022-23 academic year. The Advancement Office Assistant 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 position is compensated at \$15.00 per hour with a desired start date of 7/11/2022.

### Job Duties:

- Assists the Advancement and Engagement office with daily administrative and operational needs.
- Research and update contact 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.

### Qualifications:

- Friendly, courteous, responsible, reliable and detail-oriented.
- Maintain a warm, professional and respectful attitude in-person and over the telephone.
- Maintain confidentiality of sensitive information. Willing to sign a Confidentiality Agreement if hired.
- Strong sense of responsibility and be able to work well independently.
- Knowledge of the Microsoft Office suite is desired.
- Previous office experience preferred
- Positive attitude and good customer service skills are essential.

### How to Apply:

Please send a resume to Tricia Kopko at [patricia.kopko@necmusic.edu](mailto:patricia.kopko@necmusic.edu).