Advancement Office Assistant

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<tr>
<th>No. of Jobs Available:</th>
<th>1</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Patricia Kopko, Assistant Director of Advancement Operations</td>
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<td>Contact:</td>
<td><a href="mailto:Patricia.Kopko@necmusic.edu">Patricia.Kopko@necmusic.edu</a></td>
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**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.