Office Assistant – Admissions

<table>
<thead>
<tr>
<th>No. of Jobs Available:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Emily Cox, Assistant Director of Admissions and Financial Aid</td>
</tr>
<tr>
<td>Contact:</td>
<td><a href="mailto:emily.cox@necmusic.edu">emily.cox@necmusic.edu</a></td>
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Job Summary:

- First point of contact most people have with NEC.
- Manage the reception area and greet all visitors.
- Answer the Admissions Office phone and email, including answering questions about our various programs and admissions processes.
- Help create and manage applicant files and database systems.
- Perform other office tasks as assigned by admissions staff

Position starts on 9/13/2021 and this is an on-campus position.

$14.25 per hour.

Qualifications:

Applicants to this position should have excellent written and verbal communication skills, be fluent in Microsoft Office suite and Google applications, and have an interest in arts administration. Some administrative experience preferred. Must represent NEC in a professional, enthusiastic and polite manner.

How to Apply: Complete the application form: https://docs.google.com/forms/d/e/1FAIpQLScT7K1gxFrk-LXyTjV8xTkFkLhxxxJAkZ4ajDp1bgQWk5IF5A/viewform?vc=0&c=0&w=1&flr=0

Please submit your application by September 6.