**Office Assistant**

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<th>No. of Jobs Available:</th>
<th>1</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Maria Jane Loizou, Collection Management Librarian, Blumenthal Family Library</td>
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<td>Contact:</td>
<td><a href="mailto:mariajane.loizou@necmusic.edu">mariajane.loizou@necmusic.edu</a></td>
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**Job Summary:**

The Office Assistant in Blumenthal Family Library assists the librarian in processing orders for books and scores using online catalogs and databases. Should be willing to work 10 hours a week. This may be flexible.

The position is compensated at $14.25 per hour with a desired start date of 07/05/2022.

**Job Duties:**

- Opening and sorting mail, checking in and evaluating the condition of new materials, and other clerical tasks.
- Assists in processing orders for books and scores using online catalogs and databases.
- Assists other librarians in Technical Services as needed.
- Other duties as required.

**Qualifications:**

- Current NEC student, undergraduate or graduate program
- Careful attention to detail and ability to focus on repetitive tasks required.
- Previous library experience highly desired, but may be substituted by retail or other office experience.
- Must have a strong sense of responsibility and be able to work well independently.
- Good writing skills a plus.
- Good customer service skills
- Positive attitude and willingness to learn are essential!

**How to Apply:**

Email Ms. Loizou (mariajane.loizou@necmusic.edu). Resumes encouraged, but not necessary.