2021-2022 Student Employment Job Opening

Department: Preparatory and Continuing Education  
Title: Prep Administrative Assistant  
Supervisor: Jana Hieber  
Contact: Jana.Hieber@necmusic.edu  
Pay: $14.25/hour  
Hours: 6-8 hours  
Positions available: 2

Job Description: Assist the Office Manager and NEC Prep School administration in maintaining front line communications from Students and families with the organization and maintaining records within the Prep Office.

Job Duties:
- Serve as front desk assistant in the Welcome Center on Prep Saturdays, greeting families, and answering questions. Forward inquiries to the appropriate staff/faculty members.
- Monitor the Prep hotline phone and email inbox taking messages and forwarding them to the appropriate staff person.
- Help the Office Manager with Website Maintenance
  - Make updates to the website, and faculty bio pages.
- Check mail, alert faculty of mail to be picked up at the Welcome Center.
- Other duties as assigned.

Qualifications:
- Must be detail-oriented and responsible.
- Ability to work independently as well as a member of a team.
- Must be comfortable with receiving and making phone calls.
- Familiarity with Google Workspace (Drive, Docs, Sheets, GMail).
- Interested in the education and development of young musicians.
- Comfortable around elementary/middle/high school students and parents.
- Demonstrated creativity, positive energy and initiative.
- Demonstrated ability to handle confidential information with discretion.
- Must be able to stay calm in high-pressure situations and make timely decisions.

Details/Schedule:
This position requires 6-8 hours in the office, with some Saturday availability.

How to Apply: Please send a resume and cover letter to Jana Hieber at jana.hieber@necmusic.edu.