**Prep Administrative Assistant**

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<th>No. of Jobs Available:</th>
<th>1</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Colleen Murray, Admissions &amp; Enrollment Manager, Preparatory School</td>
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<td>Contact:</td>
<td><a href="mailto:Colleen.Murray@necmusic.edu">Colleen.Murray@necmusic.edu</a></td>
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**Job Summary:** Assist the Admissions and Enrollment Manager in maintaining front line communications from students and families with the organization and maintaining records within the Prep Office.

**Job Duties:**
- Monitor the Prep interest forms
- Email students/parents further information regarding programs
- Answer questions regarding applications for the Summer Orchestra Institute (SOI) and Fall 2022 Large Ensembles
- Monitor private lesson auditions and email students/parents next steps
- Other duties as assigned

The position is compensated at $14.25 per hour for approximately 6-8 hours per week, with some Saturday availability required.

**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

**How to Apply:** Please send a resume and cover letter to Colleen Murray at colleen.murray@necmusic.edu.