

Orientation Assistant for Preparatory School

No. of Jobs Available:	10
Supervisor:	Zach Roberson, Interim Director
Contact:	zach.roberson@necmusic.edu

Job Summary:

Assist the NEC Prep Office in preparing for and executing their beginning-of-year activities.

Job Duties:

- Provide in-person and virtual customer service to Prep families
- Assist NEC Prep staff with administrative and operations tasks in preparation for the new academic year
- Special administrative and organizational projects as assigned by the Office Manager
- Other duties as assigned

This is a temporary position ending September 12, 2022. This position can work between 5-15 hours in the office, with availability on Sept. 10 heavily desired.

The position is compensated at \$14.25 per hour.

The desired start date is 08/25/2022.

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 Healey Suto at healey.suto@necmusic.edu.