Orientation Assistant for Preparatory School

<table>
<thead>
<tr>
<th>No. of Jobs Available:</th>
<th>10</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Zach Roberson, Interim Director</td>
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<tr>
<td>Contact:</td>
<td><a href="mailto:zach.roberson@necmusic.edu">zach.roberson@necmusic.edu</a></td>
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**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.