Prep Office Assistant for Preparatory School

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<tr>
<th>No. of Jobs Available:</th>
<th>1</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Healey Suto, Office Manager</td>
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<tr>
<td>Contact:</td>
<td><a href="mailto:healey.suto@necmusic.edu">healey.suto@necmusic.edu</a></td>
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**Job Summary:**
Assist the Office Manager with administrative tasks in the Prep Office. Provide excellent customer service to Prep families on Saturdays.

**Job Duties:**
- Assist with in-person customer service on Prep Saturdays
- Email students/parents further information regarding programs
- Special administrative and organizational projects as assigned by the Office Manager
- Other duties as assigned

All students must complete payroll paperwork (W-4, I-9, etc.) in the Financial Aid Office AND submit a CORI form through the Human Resources office before beginning work for any Prep department.

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

The desired start date is 08/26/2022.

**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.