

Prep Office Assistant for Preparatory School

No. of Jobs Available:	1
Supervisor:	Healey Suto, Office Manager
Contact:	healey.suto@necmusic.edu

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.