

Preparatory School – Program Associate

No. of Jobs Available:	1
Supervisor:	Jenna Driscoll, Programs Coordinator
Contact:	jenna.driscoll@necmusic.edu

Job Summary:

We are currently seeking an enthusiastic and dedicated individual to join our team at NEC Prep as a Programs Associate. In this role, you will provide vital administrative and clerical support to ensure the smooth operation of our programs. As a Programs Associate, you will help to support tasks such as printing, scanning, copying, and other administrative duties necessary for the efficient functioning of our programs.

Key Responsibilities:

- Supporting programming such as Prep Workshops/Recitals, Concerto Competition, Evaluations.
- Providing classroom materials such as printing music, scanning documents, sending out forms and communication to faculty and students.
- Setting up classroom spaces and supporting equipment needs.
- Support Programs Coordinator with day-of operations including communication, logistics, and space considerations.
- Providing general office support to ensure exceptional customer service for all interactions.

The position is compensated at \$15 per hour.

The desired start date is 3/26/2024, or as soon as you are able to begin work.

All students must complete payroll paperwork (W4, I9, etc) in the HR Office before beginning work for any department. A CORI form must also be completed.

Job Duties / Qualifications:

- Must be detail-oriented and responsible.
- Ability to work independently and also as part of a team.
- Ability to problem solve and think critically.
- Familiarity with Google Workspace (Drive, Docs, Sheets, Gmail)
- Interested in the education and development of young musicians.
- Demonstrated positive energy and initiative.
- Flexibility and creative problem-solving skills appreciated.
- Demonstrated ability to work with diverse populations.

How to Apply: Please fill out the application [here](#).