

Manhattan School of Music Position Description

Title: Administrative Assistant (Full-time)

Department: Office of the President

Reports To: Chief of Staff

Internal Contacts: Board of Trustees, members of various Advisory Boards, donors, President's direct reports, members of President's Council, faculty, staff, alumni, students.

External Contacts: Local/National/International arts institutions, institutes of higher education, and non-profit organizations.

Domains:

- Perform administrative duties for the President and the Chief of Staff.
- Assist with managing calendars and scheduling meetings.
- Assist with managing logistics and planning for Board meetings and other Board events.
- Produce the Board's Manual annually.
- Assist VIPs for key events at the School, including, but not limited to, Commencement Ceremony and Annual Gala.
- Assist with preparing materials for Board and Board Committee meetings.
- Reconcile and submit expense reports for the Office of the President.
- Attend meetings in support of the President and Chief of Staff.
- Assist in preparing for and facilitating the President's internal and external meetings.
- Assist with special projects and perform other duties as assigned in support of the President and Chief of Staff.

Job Requirements:

- Bachelor's degree required.
- Three years relevant work experience strongly preferred.
- Knowledge of other performing arts fields and institutions aligned with the School's vision strongly preferred.
- Excellent verbal and written communication skills
- Exceptional customer service skills, both on the phone and in-person.
- Ability to juggle multiple projects with superb accuracy.
- Ability to creatively and quickly solve problems and resolve conflicts.
- Ability to work with Microsoft Office Suite, and Adobe Acrobat Pro.
- Handle sensitive information with the highest degree of integrity and confidentiality.

Contact Information:

Send cover letter and résumé including three references to:

Karolyn Byers, Human Relations and Finance Coordinator
kbyers@msmny.edu

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.