

Position Description

Title:	Administrative Assistant
Department:	Precollege
Reports To:	Dean of the Precollege
Supervises:	N/A
Internal Contacts:	MSM Staff, Precollege Faculty
External Contacts:	Precollege Students & Parents and Applicants
Start Date:	July 1, 2019
Employment Status:	Full-time non-exempt

Domains:

- Support full-time staff in the planning and implementation of all Precollege Division activities
- Assist in the scheduling and logistics of Precollege Division activities for 475 students and 140 faculty, including student lessons, classes, performances, competitions, auditions, and juries
- General office support (phones, filing, email, faxing, photocopying, etc.)
- Maintain student attendance
- Oversee practice room assignments and reporting
- Maintain competition/festival database
- Maintain physical and virtual Precollege bulletin boards
- Update the Student & Faculty portal as well as the MSM Precollege website
- Write internal and external correspondence for department as assigned
- Process student applications and other documents
- Prepare annual forms, including applications, certificates, calendars, and PR materials.
- Create and process IDs for all faculty, students, and parents

Job Requirements:

- 2-4 years administrative support experience
- Bachelor's degree preferred, musical background preferred
- Computer literacy required, including skills in Microsoft Word, Excel, and Adobe
- Highly organized and detail-oriented individual
- Strong multi-tasking skills and ability to work well under pressure
- Excellent writing and communication skills required
- Professional customer service skills mandatory; must work well with students, parents, and faculty
- Must have an interest in working in an educational environment
- Must be available to work Tuesdays through Saturdays

Contact Information:

Send letter of application and résumé including three references to:
Kelly Sawatsky, Dean of the Precollege at ksawatsky@msmny.edu.

M Manhattan School of Music

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