

Position Description

Title:	Executive Assistant
Department:	Office of the Executive Vice President and Provost
Reports to:	Executive Vice President and Provost
Internal Contacts:	President, Assistant to the Provost, Provost's Council, Human Relations, Business Office, CFO, All Faculty and Administrative Departments, Students
External Contacts:	Guest artists, arts administrators, program directors, partner institutions, NYDOE and other higher ed agencies

The Executive Assistant to the Office of the Executive Vice President and Provost serves in a executive support position within the Office of the EVP/Provost. The Office of the EVP/Provost has oversight for the academic programs and related-budgetary resources. Manhattan School of Music enrolls a richly diverse student body of approximately 975 College who hail from nearly every 50 US states and more than 50 countries and 460 Precollege students.

The Executive Assistant provides a welcoming and consistent environment for students and faculty seeking information and assistance in routine and often confidential, highly sensitive situations. The Executive Assistant provides accurate and timely responses to questions about policy and procedures, supports several administrative committees. The Executive Assistant manages and oversees administrative projects, executes the functional calendar of the office and mandatory reporting deadlines for state, federal and regional accreditation compliance. The Executive Assistant coordinates cross-departmental initiatives led out of the Office of the EVP/Provost, coordinates faculty contracts based on assigned / budgeted teaching loads, and reconciles enrollment/course offerings and faculty contract details with payroll details.

Job Responsibilities:

- Update and maintain accurate faculty profiles, including assigned teaching department, demographic details, and pay rates; faculty information is shared with key leadership on a periodic basis for enrollment, course offering, and budget planning
- Issue annual faculty contracts/letters of agreements, ensuring appropriate document is issued and accuracy of length and terms of appointment are in accordance with stated policy
- Track faculty teaching loads to instructional budgets set by EVP/Provost and provide regular (monthly) reports to EVP/Provost, CFO, and Dean of Academic Affairs
- Prepare regular and on-going payroll reports for Business and Payroll Office, ensure all changes are communicated, maintain accurate records, follow standard business practices for integrity in procedures used, and submit updates in a timely manner
- Project current year and forecast future fiscal years' instructional budgets by department and expense activity; provide analysis to EVP/Provost and Deans of Enrollment Management and Academic Affairs as requested/needed
- Initiate New Hire process, collection of new faculty documents, and facilitate on-boarding activities; closely coordinate work with Human Relations, IT, Business, Media and Communication, and Payroll Offices.
- Manage and route expense, payroll, and hiring documents from EVP/Provost's office to appropriate administrative offices within MSM

- Maintains EVP/Provost Office working calendar; ensures all internal and external deadlines are met and organizes work of the Office to meet deadlines for submitting annual and recurring external agencies' reports (i.e., NYSDE, MSCHE, etc.)
- Conduct research and prepare reports in support of the EVP/Provost
- Manage and support communication with academic and administrative committees including Curriculum and Assessment Committees, Council of Chairs, and Provost's Council. Provide auxiliary support to President's Office as needed and in preparation for the Academic Affairs and Student Success Committee (MSM Board Committee)
- Regularly communicate important school-wide academic deadlines and policies to Faculty and Students on behalf of the Office of the EVP/Provost
- Lead and manage course evaluations (collected and analyzed every semester); coordinate technology resources, academic / course details and communicate process and timeline with faculty and students
- Manage and oversee the Study Abroad/Foreign Exchange Program. Maintain and update institutional exchange agreements, correspond with partner schools, and communicate clear timelines and application procedures to students. Coordinate the evaluation of out-bound MSM students with full review coordinated with EVP/Provost, Registrar, Dean of Student Affairs and Dean of Academic Affairs.
- Process Split Lesson Forms; inform all relevant parties of approvals in a timely manner
- Manage substitute teacher process; when applicable follow new hire procedures
- Compile requests for new/revised course and curriculum proposals for review by the EVP/Provost and Dean of Academic Affairs
- Share course and studio syllabus templates to faculty prior to the beginning of every semester; set deadlines and collect and review faculty syllabi for accuracy and consistency with MSM expectations
- Draft correspondence for the EVP/Provost as needed
- Address inquiries by resolving questions or directing individual(s) to the appropriate department
- Assign student worker(s) daily/weekly tasks in support of the Office of the EVP/Provost

Job Requirements:

This opportunity is optimal for an individual with a background in music and an interest in academic administration. This position requires a Bachelor's degree; 3 to 5 years of prior experience in an administrative office setting; excellent written and verbal communication skills; superior organization and planning skills; proficiency with MS Word, Excel and Access; excellent judgment and decision making capacity; and strong interpersonal skills that include diplomacy, tact, flexibility, and the ability to maintain confidentiality.

Contact Information:

Send letter of application and résumé including three references to:

Dr. Joyce Griggs
 Executive Vice President and Provost
jgriggs@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, the status of being transgender, 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.