Position Description

Title: Administrative Assistant
Department: Office of the Provost
Reports to: Executive Assistant to the Provost; Executive Vice President and Provost
Supervises: NA
Internal Contacts: Provost, Deans, Faculty, Staff, Students
External Contacts: All incoming guests (in-person and via communication) to the Office of the Executive Vice President and Provost
Incumbent: Vacant
Employment Status: full-time; non-exempt

Position Summary:
The Administrative Assistant to the Office of the Executive Vice President and Provost supports the day-to-day operations at the Manhattan School of Music and completes routine functions related to faculty, staff, and student interactions. The incumbent reports to the Executive Assistant and Executive Vice President and Provost. The incumbent works directly with the four administrative deans, faculty chairs/associate deans, the faculty at large, staff, students, and the general public. The Administrative Assistant exemplifies a spirit of helpfulness, confidentiality, and timeliness while serving as a resource to a diverse student body, faculty, and staff. The Administrative Assistant is the first point of contact in the Office of the Provost and greets all visitors to the office with warmth and friendliness. This position requires the incumbent to manage time sensitive and situational sensitive material. This position includes essential job functions which require on-site office attendance, pending local health guidance.

Position Responsibilities:
Staff Support
- Monitors phone calls, voicemails, and emails delivered to the Provost inboxes; provides accurate and timely responses; researches and redirects messages to appropriate offices as needed
- Coordinates the logistics for Provost Office events, including room reservations and setups, as well as catering needs. Meets timelines for preparation of meetings, special events.
- Book and confirm conference registration and travel arrangements for the Office of the Provost, including four administrative deans as needed
- Prepares materials and packets for committee meetings and note/minute-taking as needed
- Collects and submits monthly credit card receipts and prepares statements with accurate billing/expense code information
• Data entry and tracking of on-boarding new faculty through the new hire checklist
• Assist the Executive Assistant in the collection and reconciliation of all confirmation reports and time sheets from College faculty
• Track and follow up with internal routing of all Provost Office e-forms (e.g., change of teacher, substitute teacher, etc.)
• Support office tasks delegated and assigned by the EA and Provost
• Support EA and Provost in gathering information to submit as part of the periodic reports to federal and state agencies
• Perform day-to-day functions, long-term projects, and general support for the Office of the Provost and its reporting departments, as assigned by the Provost and the Executive Assistant to the Provost.
• Cover basic functions of the Executive Assistant in their absence.

Faculty, Artistic Staff, and Guest Artist Support
• Oversee submission of faculty timesheets, including Lab Classes, Repertoire Classes, and other non-payroll work as needed.
• Maintain all faculty personnel files, including contracts, course evaluations, website profiles, reports, and directories.
• Manage Faculty lockers.
• Coordinate updates to all necessary listservs.
• Assist with onboarding and orientation process for all new faculty, including giving brief tours of the facilities and introducing them to the school’s departments.

Student Support
• Oversee and execute course evaluations:
  • Using EvaluationKit to create and disperse evaluations
  • Communicating with Orto Center, Deans, and Department Chairs
  • Communicating with Faculty and Students
• Create and disburse Dean’s List Certificates.
• Collect student limited leaves of absence requests and route for review and approval with final notification returned/confirmed with student
• Assist in the supervision of student workers; assign projects to student workers.

Candidate Requirements:
• Bachelor’s Degree, musical background preferred
• 1-2 years of work experience in an office or administrative support position
• Understanding of budgets and spreadsheets
• Organized and punctual
• Must have a professional manner, excellent interpersonal skills, and presentation and the ability to maintain a high level of confidentiality
• Ability to work well with others in high pressure situations
• Computer knowledge including Microsoft Word, Outlook, and Excel; experience with database management preferred

Contact Information:
Send letter of application and résumé including three references to:
Office of the Provost
provost@msmnycc.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.