Position Description

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

Domains:
• Support to 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:

Office of the Provost
provost@msmnyc.edu
Subject Line: Precollege – Administrative Assistant

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