



**Job Posting – Administrative Assistant, Downtown Evanston  
January 2020**

**Main Responsibilities**

Perform administrative and clerical functions at the MIC Sherman Avenue, Central Administration Office/teaching campus, including answering door bell and phones, managing Comcast phone system and staff phone directory, processing student registrations and payments, maintaining room schedules and responding to inquiries about MIC programs and activities. Typical duties include, among others:

**Clerical and Administrative Support**

- Greet visitors and provide general information, or direct inquires to the appropriate person. Provide exemplary customer service to families, employees, vendors, etc.
- Buzz people in main entrance and answer phones; respond to questions of a general nature, transfer calls, take and deliver messages
- Open prospective and new student accounts based on telephone or in-person inquiries (on as-needed basis)
- Process and file student payments
- Support MIC communications initiatives related to faculty and families
- Manage phone system, update phone directory and distribute as necessary, manage physical phones, assign extensions, create hunt groups, and manage recordings
- Prepare concert program books for recitals, as directed by Marketing Department
- Manage routine billing questions and address changes using Blackbaud Financial Edge
- Manage room reservations and schedules

**Office Management**

- Effectively manage incoming/outgoing mail – as appropriate, open, read, route
- Manage and reconcile petty cash
- Restock Marketing materials (catalogs, flyers, etc.)
- Filing and shredding for Sherman staff as required
- Lock and unlock building and teaching rooms as appropriate
- Maintain orderliness of building, reception area sight lines, public spaces, kitchen, and supply rooms

**Other Duties**

- Set up rooms for special events or large ensembles; may include moving piano, which is on wheels. (Assistance will be provided if needed.)
- Other clerical and office event duties as assigned by senior management

**Qualifications**

- High school diploma or equivalent
- 1-3 years' experience in general office administration
- Familiarity with non-profit organizations and/or an academic or music school environment, preferred
- Experience with Blackbaud database platform or similar registration database, preferred

**Competencies**

- Excellent verbal and written communication skills
- Strong proficiency in MS Word and Excel
- Ability to multi-task
- Strong organization skills, with accurate attention to detail
- Self-motivated, proactive worker
- Friendly, courteous personality and professional demeanor
- Promptness and reliability

**Other Desired Qualities**

- Flexible and adaptive style
- Good sense of humor

**To Apply:**

Send brief cover letter and resume via email only, to:

Human Resources Manager at [hr@musicinst.org](mailto:hr@musicinst.org). *No phone calls please.*

***Additional details:*** This is a full-time, 40 hour per week position, with a full benefits package, including generous paid time off, medical and dental insurance, and company paid vision and life insurance.

***Hours:*** Monday-Friday, 9:00 a.m. – 5:00 p.m.