

## **Administrative Assistant/Lake Forest Campus**

The Music Institute of Chicago (MIC) has an immediate need for a full-time Administrative Assistant at our lovely Lake Forest Campus. Responsibilities include performing routine and complex administrative tasks, such as opening prospective and new student accounts, processing student registrations and payments, posting receipts, and responding to inquiries about MIC programs and activities.

### ***Specific duties include, but are not limited to:***

#### **Administrative Support**

- Greet visitors, provide general information and direct inquiries to the appropriate person
- Answer phones, transfer calls, take messages and respond to questions of a general nature
- Open prospective and new student accounts – based on online, telephone, or in-person inquiries
- Process and file student registrations and payments
- Enter student and faculty schedules into scheduling program
- Post cash receipts and provide accurate information to Accounting Department
- Prepare concert program books for recitals, as directed by Marketing Department
- Manage routine billing questions and address changes using Blackbaud Financial Edge

#### **Office Management**

- Effectively manage incoming/outgoing mail; as appropriate, open, read, route mail
- Restock marketing materials such as catalogs and flyers
- Lock and unlock building and teaching rooms as appropriate
- Maintain orderliness of building, including public spaces, faculty lounge and supply room
- Order office and cleaning supplies

#### **Special Notice Regarding Hours**

Must be able to work Monday-Friday, 11:00 a.m. – 7:00 p.m. In addition, position may require working some weekends and some days at our Lincolnshire Campus.

#### **Pay and Benefits**

This is a full-time, 40 hour per week position, which offers a competitive salary and a full benefits package, including generous paid time off, optional medical, dental, vision insurance and a matching 403(b) plan.

#### **Qualifications and Application Process**

- High school diploma or equivalent
- 2-3 years' experience in general office administration
- Experience providing administrative support (such as processing registrations, donations and payments) to non-profit organizations and/or an academic or music school environment strongly desired
- Excellent written and verbal communication skills

For immediate consideration, please send cover letter and resume to [hr@musicinst.org](mailto:hr@musicinst.org). Qualified candidates will receive a prompt reply.