



Administrative Assistant, Lake Forest Campus

The Music Institute of Chicago (MIC) has an immediate need for full-time Administrative Assistant at our Lake Forest Campus. Responsibilities include performing routine and complex clerical and 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 and provide general information, or direct inquires to the appropriate person.
- Answer phones and answer questions of a general nature; transfer calls or take and deliver messages.
- Open prospective and new student accounts based on online, telephone, or in-person inquiries.
- Contact online inquiry prospects and schedule placement interviews.
- 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.
- Support MIC communications initiatives related to faculty and families.
- 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 room rentals.

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.

Hours

Lake Forest: Must be able to work Monday-Friday, 11:00 a.m. – 7:00 p.m. In addition, position may occasionally 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 (\$15.00 per hour) and a full benefits package, including generous paid time off, optional medical, dental, vision insurance and a matching 403(b) plan.

Qualifications

- 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

COVID-19 Notice

All employees and visitors are required to wear a mask or face covering. In addition, all current and new employees are required to be fully vaccinated or follow CDC vaccination guidelines.

To Apply

Interested and qualified candidates must send a brief cover letter and resume to the Human Resources Department at hr@musicinst.org.