

## Position Description

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<b>Title:</b>	Administrative Assistant
<b>Department:</b>	Office of the President
<b>Reports To:</b>	Chief of Staff
<b>Internal Contacts:</b>	Board of Trustees, members of various Advisory Boards, donors, President's direct reports, members of President's Council, faculty, staff, alumni, students.
<b>External Contacts:</b>	Local/National/International arts institutions, institutes of higher education, and non-profit organizations.
<b>Employment Status:</b>	Full-time; Non-exempt

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### Domains:

- Performs administrative duties for the President and the Chief of Staff.
- Assists with managing calendars and scheduling meetings.
- Assists with managing logistics and planning for Board meetings and other Board events.
- Produces the Board's Manual annually.
- Assists VIPs for key events at the School, including, but not limited to, the Commencement Ceremony and Annual Gala.
- Assists with preparing materials for Board and Board Committee meetings.
- Reconciles and submits expense reports for the Office of the President.
- Attends meetings in support of the President and Chief of Staff.
- Assists in preparing for and facilitating the President's internal and external meetings.
- Assists with special projects and performs other duties as assigned in support of the President and Chief of Staff.

### Job Requirements:

- Bachelor's degree required.
- Three years relevant work experience strongly preferred.
- Knowledge of other performing arts fields and institutions aligned with the School's vision strongly preferred.
- Excellent verbal and written communication skills
- Exceptional customer service skills, both on the phone and in-person.
- Ability to juggle multiple projects with superb accuracy.
- Ability to creatively and quickly solve problems and resolve conflicts.
- Ability to work with Microsoft Office Suite, and Adobe Acrobat Pro.
- Handle sensitive information with the highest degree of integrity and confidentiality.

### Contact Information:

Send cover letter and résumé including three references to:

[asmith@msmny.edu](mailto:asmith@msmny.edu)

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