

JOB POSTING

POSTING #: 242515-02

Classification: Classified Staff – Administrative Assistant

Start Date: Flexible

Responsibilities

- Assist with main office operations.
- Assist with attendance procedures, record keeping, reports, and following-up with unresolved attendance and tardy issues.
- Assist in coordinating and supporting substitute teachers daily.
- Assist in communicating and coordinating events related to prospective students.
- Provide support to school administration.
- Other duties and projects as assigned by supervisor, particularly on non-student contact days.

Qualifications

- Excellent computer, organization, and communication skills
- High level attention to detail
- Ability to maintain confidentiality and exercise good judgment
- Ability to be proactive and work independently in a fast-paced environment
- Knowledge, skill, and ability to take appropriate actions and make sound decisions within authority level of this position
- Positive, upbeat attitude and friendly personality
- No previous school experience required

Compensation/Benefits

- \$21.50/Hour
- Part-Time
- Monday – Friday (5 hours per day, 7:00 AM – 12:00 PM)
- Personal and Sick Leave
- Public Employees Retirement Association (PERA) with Employer Contribution
- Covered Parking Provided

Where to Apply

Please email a letter of interest, resume, and transcripts to employment@spcpa.org.
Please put the posting # **242515-02** in the subject of your email.

Please note: This position requires employee to be onsite daily during assigned work hours.

Application Deadline: Until Filled

Saint Paul Conservatory for Performing Artists is an Equal Opportunity Employer.