



JOB POSTING

Posting # [252620-02](#)

Classification: Part-Time, 10-Month (7:00 – 11:30 AM) – Receptionist/Attendance Clerk

Start Date: ASAP

Saint Paul Conservatory for Performing Artists (SPCPA) is a public high school in the heart of downtown St. Paul, Minnesota. Students complete required academic credits and conservatory-style training in the arts provided by professional artists in preparation for college and conservatory.

Key Responsibilities

- Assist with attendance procedures and data for high school campus, maintaining attendance records and reports, and following up with unresolved attendance and tardy issues
- Collect information and prepare written materials for the purpose of documenting activities, providing written reference, and/or conveying information
- Process information, documents, and materials for the purpose of disseminating information to appropriate parties
- Communicate with students, teachers, parents, staff, etc. for the purpose of resolving situations and coordinating activities and processes
- Provide support services to school administration
- Other duties as assigned by supervisor

Qualifications

- Excellent computer, organization, and communication skills
- 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

- \$18 per hour
- Paid time off
- Retirement plan
- Employer provided parking with skyway access

Where to Apply

Please email a letter of interest, resume, and transcripts to employment@spcpa.org.

Please put the posting # [252620-02](#) in the subject of your email.

Application Deadline: Open until Filled

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