



Administrative Assistant III

Position reports to the Registrar.

Position Summary

Working in a team environment this position is responsible for daily and weekly registration tasks. This position requires a high level of in person and phone customer service to students, instructors and guests. A high level of attention to detail and accuracy is required.

Position Responsibilities

- Greeting & orienting students, instructors & guests to the Folk School
- Answering inquiries and providing information about the Folk School
- Work Weekend registration rotation as scheduled
- Respond to Email inquires
- Processing registrations
- Create and mail student Invoices
- Weekly class registration setup for student/Instructor packets
- Student material fee collection
- Assist in resolution of student class and housing conflicts
- Assist in balancing daily & monthly registration transactions
- Oversee office & postage supply inventory
- Provide clerical support where needed
- Assist in special events as needed

Education and Experience Requirements

- Minimum High School Diploma or equivalent required
- Proficient in Microsoft Office
- 2- 3 years knowledge of and experience in customer service
- Prior office experience preferred

Desired Personnel Characteristics

- Possess good written, verbal and listening communication skills
- Energetic team player
- Self-motivated, highly organized, detail oriented and able to multi-task
- Ability to adapt to different situations and changing work processes to accommodate customer needs
- Possess a high level of reliability, integrity and honesty

Physical Demands

The position mainly requires interior office work, sitting and working on a computer and phone. However, there may be instances where walking throughout campus may be required. The terrain is uneven and hilly with mulched pathways. May be required to lift 25lbs.

Applications

Please submit the following materials by email to Human Resources: jobs@folkschool.org

- Cover letter that details your work history and experience
- Resume
- Contact Information for three professional references

Review of applicants will begin immediately and continue until the position is filled.