

JOB ANNOUNCEMENT
Cumberland Valley School of Music
Job Title: CVSM Receptionist & Office Assistant
Part-time, non-exempt

DEFINITION: CVSM serves over 400 families every semester. The receptionist & office assistant provides valuable services to these families and functions as a hub of communication.

HOURS: Monday through Thursday, 10:00 AM to 5:00 PM

**This position can be split between two people, either working specific days or hours*

SALARY: starting at \$11.00 per hour

DIRECTLY RESPONSIBLE TO: CVSM Program Manager & Registrar

WORKS WITH: CVSM families and staff, as well as the local community

DUTIES AND RESPONSIBILITIES: answer the main CVSM phone line, answer questions about CVSM and connect people to the appropriate CVSM staff member, assist CVSM staff members with various tasks including printing, copying, and phone calls, and complete daily office tasks such as checking office supply inventory

QUALIFICATIONS:

Education: Music knowledge and experience is recommended but not required

Knowledge: basic computer skills including Microsoft Office programs

Skill and abilities: Attention to detail, communication, customer service

Other characteristics: organized, friendly, able to work within a team, flexible, and independent worker

DEADLINE: send letter and resume to Heather McEndree (hmcendree@cvsmusic.org) by April 7th. Interviews will be scheduled for April 10-13 (please include your availability for an interview on the listed dates).