

Saturday, August 12, 2017

## Full-Time Administrative Assistant - Dance Department, Rutgers Univ.

Company: Rutgers University

Location: New Brunswick, NJ

Compensation: \$33,252.38 - \$49,439.92

► [Share](#) | [Print](#) | [Download](#)



APPLY ON-LINE: <https://jobs.rutgers.edu/postings/50412>

Rutgers, The State University of New Jersey, is seeking an Administrative Assistant for the Mason Gross School of the Arts Department of Dance. This position is responsible for Department reception, recruitment and public relations and scheduling. The Administrative Assistant works with and reports to Department Chair, Department Administrator and Dean's office personnel to ensure efficient and effective operations related to the public profile and management of daily tasks and assignments for the department.

Among the key duties of this position are the following:

- Screens all phone calls for the Department Chair and Department Administrator in a professional and courteous manner.
- Meets and orients all visitors including artists, lecturers, prospective students and their guests.
- Handles telephone inquiries about the department and is responsible for scheduling all prospective student visits.
- Maintains a calendar of visits and follow-up in addition to preparing information packages.
- Manages student and faculty rehearsal schedule and studio reservations.
- Serves as liaison with Production Director, Technical Director, and Manager of Arts Marketing in the Dean's office for handling concert programs and informational materials for the public.
- Responsible for writing and publishing the department's weekly blog posts for all students, faculty and staff.
- Manages daily updates social media sites, such as Facebook, Twitter, Instagram, and YouTube, with the purpose of staying connected with current students, faculty, staff, alumni and for promoting the Department to prospective students.
- Assists and reports to Department Administrator regarding public inquiries, and participant registration including enrollment and logistics.

• Requires a Bachelor's degree, or equivalent combination of education and experience.

- Requires demonstrated data entry/word processing, a working knowledge of basic spreadsheet preparation, experience with multiple digital information platforms and database systems.
- Excellent organizational, communication, and copy-editing skills.

- Knowledge of professional dance and strategies for recruiting prospective students seeking careers in dance.
- Hobsons Connect CRM system, WordPress, Microsoft Office Suite, Facebook, Twitter, Instagram, and Rutgers University social media usage guidelines.
- Three-years full-time experience in not-for-profit or academic setting.
- Arts administration experience and knowledge of dance.

APPLY ON-LINE: <https://jobs.rutgers.edu/postings/50412>

Rutgers University  
New Brunswick, NJ, 08816  
<https://jobs.rutgers.edu/postings/50412>

For more information:  
Deb Ellipai  
[debellipai@gmail.com](mailto:debellipai@gmail.com)

[< back](#)

[previous listing](#) • [next listing](#)