

Tuesday, June 28, 2011

Administrative Assistant

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Purchase College, SUNY is seeking an Administrative Assistant for the Director of the Conservatory of Dance. The Administrative Assistant will coordinate the daily life of the Conservatory; act as the public face for the Conservatory; manage the admissions process for the department; serve as the liaison with the Registrar's office for the dance Director, faculty and students; facilitate both undergraduate and graduate dance auditions and orientations; provide program specific information to visiting students and parents; give tours; coordinate Dance program concert and rehearsal schedules with department schedules; prepare and post weekly schedule; update, create and/or produce handbooks, forms and concert programs; assist with Purchase Dance Company tours; assist with student exchange programs; manage internet communication and recordkeeping; coordinate studio use; create and/or update databases; assist with summer activities in the dance building; maintain alumni database. This is position is for one year with the possibility of becoming long-term.

The successful candidate must have the ability to coordinate among various departments; the ability to complete work in a timely manner; excellent organizational, written and verbal communications skills as well as customer service skills; computer knowledge of and comfort with Microsoft Office (including Excel and Access), and Quark or Adobe Creative Suite are essential.

An undergraduate degree and at least 2 years of related experience are preferred. In addition, knowledge of dance, dance studios and dance performance is a plus.

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