

MFA *The Museum of Fine Arts, Houston*

Position Available

Title: Temporary Program Assistant, Junior School
Reports To: Administrative Dean, Junior School
Pay Type: Full-Time, Temp, Non-Exempt, 40hrs/week
Salary: Commensurate with Experience and Education
Work Schedule: Summer 2018 - Monday thru Friday 8:00am-5:30pm
Work Location: Glassell Junior School, a non-smoking facility

Responsibilities:

- Responds to registration inquiries via phone and in person, updates school voice mail and posts announcements regarding start of semester, holidays, school closures, etc.
- Processes student enrollment, tuition payments, misc. sales (aprons, t-shirts, bags) and closes out daily transactions
- Stocks, organizes and distributes classroom/office supplies
- Provides faculty support to include printing and preparing classroom materials, distributing supplies and other duties as needed
- Monitors student drop-off and pick-up; supervises students during arrival and dismissal; assists in the classroom as needed
- Supervises and cares for students sent to the office for early pick-up
- Serves as back-up for the reception desk, and in the classroom, in the event of an absentee or late employee
- Assists with coordinating a variety of projects, functions, and school events to include faculty meetings, scholarship competitions and exhibition openings
- Proofreads and edits course schedules and school publications
- Assists with special projects and other duties as needed

Skills, Knowledge and Abilities:

- Strong attention to detail and organizational skills
- Strong interpersonal skills; ability to resolve conflicts
- Ability to work with minimum supervision
- Strong verbal and written communication skills
- Ability to multi-task and handle multiple projects in a fast-paced environment
- Strong proficiency in Microsoft Office suite
- Ability to stand for long periods of time

Education and Experience:

- Minimum High School Diploma, some college preferred
- Previous work experience in a school or daycare setting desired
- Energetic, enthusiastic, self-starter preferred

How to Apply:

Send resume to Human Resources, Job18-139GJS, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7508 or email: jobs@mfah.org