

Position Available

Title:	Program Assistant, Junior School
Reports To:	Administrative Dean, Junior School
Pay Type:	Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Pension Plan, Credit Union, Flexible Compensation Plan, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	TBD; must be able to work weekends
Work Location:	Flexible working hours; some evenings and weekends necessary Glassell Junior School, a non-smoking facility

Responsibilities

- Serves as first point of contact for the Glassell Junior School
- Responds to registration inquiries via phone and in person, updates 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 such as printing/preparing classroom materials, and other duties as needed
- Monitors student drop-off and pick-up; supervises students during arrival and dismissal
- Supervises and cares for students sent to the office for early pick-up
- Serves as back-up 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
- Assists with special projects and other duties as needed

Skills

- 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
- Proficiency in Microsoft Office suite

MFA *The Museum of Fine Arts, Houston*

Education/Experience

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

How to Apply:

Send resume to Human Resources, Job 18-035GJS, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7508 or email: jobs@mfah.org.