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Position Description

Administrative Coordinator

Brevard College seeks a full-time, energetic, well organized Administrative Coordinatorto support the Fine Arts Division. This is a twelve-month position and includes benefits.

An Associate’s degree is required; college degree preferred; experience in administrative work in the performing arts or higher education is highly desired. Other requirements include excellent verbal and written communication skills, organizational capability, a high degree of confidentiality, ability to be flexible and successfully multi-task. Preference given to candidates with experience in MS Office Suite, Jenzabar or similar higher education administrative software application database. Experience with Mail Chimp and proficiency with design/desktop publishing software is desirable.

Position requires lifting up to 20 lbs of force occasionally and stooping, kneeling, reaching, repetitive motors.

Essential Functions:

* Manage a busy office that supports faculty and students in the Fine Arts. This includes overseeing equipment, filing, communication, room scheduling, and supplies.
* Oversee press and program deadlines for Music and Theatre events; prepare performance programs using InDesign, Microsoft Publisher, or other desktop publishing software.
* Manage data entry including class schedules, room assignments, student and faculty data.
* Assist with budget oversight and record-keeping; coordinate checkout and reconciliation of departmental credit cards; renew memberships and subscriptions; prepare purchase requisitions and honoraria; work with Finance office to ensure proper coding of purchases and timely payment of invoices.
* Interact with students, faculty, prospective students, other campus offices, donors, and community members.
* Maintain student files and recruiting records, including audition folders, acceptance/rejection letters, and scholarship contracts.
* Supervise work study students in daily work of the Division (filing, maintenance of bulletin boards and room schedules, copying and folding of programs, mail distribution, etc.)
* Assist with logistics of field trips, visiting artists, and community events.
* Assist faculty in oversight and maintenance of classrooms, performance spaces and equipment, including placing work orders and providing status updates.
* Assist with 5-year and annual program assessments and NASM accreditation reporting.
* Other related duties as assigned.

Apply electronically: include a cover letter addressing interest in Brevard College and qualifications for position along with a resume and at least two references. Please send all information to:

Fine Arts Division Chair

[greshakb@brevard.edu](mailto:greshakb@brevard.edu)

Application review begins immediately, continuing until position is filled. Additional information is available at the College web site, www.brevard.edu. In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all candidates considered for employment. Brevard College seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.