



# Immediate Opening

## Academic Year 2022 - 2023

Division   Department: Student Services	Level   Grade: Secondary Education
Position   Type: Front Desk Part-Time Hourly	Hours: <u>15 - 20 hours per week, Monday - Friday 3:30 - 6:30 pm</u>
Reports to: Administrative Assistant 5	Salary: \$20.00 per hour
<b>Anticipated Start Date: Immediately</b>	

### JOB DUTIES AND RESPONSIBILITIES

#### Front Office Support 70%

- Greets and directs faculty, staff, parents, students and guests.
- Answers phone and manages school voicemail system.
- Provides high school administrative management, including tardy slips, student check-out, parent communication, faculty liaisons, field trips, and transportation.
- Assists in inputting tardies and absences into PowerSchool student records database.
- Provides general information as able regarding Student Services/NOCCA policies and procedures, admission requirements, residency requirements, fees, school calendar, and campus events.
- Distributes all incoming mail and packages and meters and organizes outgoing mail and shipments.
- Assists in maintaining workspace operations, including monitoring front office printer and ensuring all necessary supplies are provided.
- Maintains an organized, professional, and friendly office environment.
- Demonstrates a sensitivity to confidential information and an understanding of diversity including academic, socioeconomic, cultural, and ethnic backgrounds of staff, students, parents, and constituents.
- Supports the Administrative Assistant 5 in a variety of administrative matters by assisting in the management of the workflow of information between the public and Administrative Leadership Team.
- Assists in making sure the main office, front desk, mailing/shipping supplies and campus forms are accurate and the correct procedures are followed.

#### Administrative Support 10%

- Assists supervisor in managing and executing administrative and executive support activities associated within the Administrative division of the school. Reporting directly to the Administrative Assistant 5, s/he indirectly provides support to the CEO / Principal of NOCCA. Provides specialist administrative services as appropriate in such areas as public/community relations, faculty, staff, or student affairs; general business administration; depending upon the functional area supported.
- Provides assistance and support to Supervisor in problem-solving, project planning and management, and development and execution of stated goals and objectives.
- Supports Supervisor in overseeing and facilitating resource management and administration procedures and documentation for the CEO / President
- Provides support to the school's administrative office, to include walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day-to-day problems and situations, and provision of secretarial support.
- Provides assistance by understanding and interpretation of NOCCA's policies and procedures, as appropriate, and ensures that office operations are in compliance with policy provisions and standards.
- Assists in resolving administrative challenges by coordinating the preparation of reports, analyzing data, and identifying solutions independently.
- Provides support with professional discretion in a number of areas, such as Human Resources, Health Services, CEO, Communications, CEO schedules, Board of Directors and external stakeholders.
- Effective in applying changes as needed to sustain day-to-day activities as well as emergency situations.



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- Reviews correspondence and receives telephone calls related to sensitive and confidential matters and contacts the appropriate staff for action.
- Works with all levels of external stakeholders, such as faculty, Campus security, The NOCCA Foundation, parents, students and vendors to ensure that NOCCA’s commitment to being an arts conservatory high school is first and foremost at the highest level of integrity.
- Assists with special projects and assumes responsibility for the development, administration and promotion of specific projects, as required.

## Student Services 10%

- Supports Student Services Department by notifying parents for minor protocol issues, writing Attendance growth plans, providing feedback regarding confidential student issues, and interpreting and providing for compliance of state education requirements.
- Supports student admissions and auditions and inputs applications as well as identifies completed applications, as needed.
- Problem solves specific student and family needs and handles with confidentiality and professional discretion.
- Prepares official State documents for students (i.e. Proof of enrollment for the Office of Motor Vehicles).
- Assists in the collection and coordination of all registration documents for the full-time Academic Studio and half-day students.

## Other 10%

- Performs other Administrative and/or Campus-wide duties as assigned.

### QUALIFICATIONS | Knowledge, Skills & Abilities:

- Demonstrated history of working effectively with diverse individuals.
- Ability to communicate well, both verbally and in writing.
- Strong organizational skills and a commitment to excellence.

**HOW TO APPLY :** Use this link [Front Desk assistant application form](#)

OR

Mail materials to:

NOCCA STUDENT SERVICES DEPARTMENT - HOURLY FRONT DESK ASSISTANT

ATTN: H|R Department

2800 Chartres Street

New Orleans, LA 70117

The New Orleans Center for Creative Arts, Louisiana’s Arts Conservatory founded in 1973, offers high school students training in Classical Music, Creative Writing, Culinary Arts, Dance, Drama, Jazz, Media Arts, Musical Theatre, Theatre Design, Vocal Music, and Visual Arts. Admission is by audition and tuition is free. NOCCA is central to Louisiana’s rich cultural heritage, boasting a long list of distinguished alumni that includes jazz greats Wynton and Branford Marsalis, Terence Blanchard and Harry Connick Jr.; actors Wendell Pierce and Anthony Mackie; and soprano Jeanne-Michele Charbonnet.



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### **NOCCA Vision**

We believe in the transformative power of the arts. We aspire to create an educational community that nurtures and challenges young people to become more curious, kind, empathetic, engaged, and willing to grapple with complex problems in order to create a just, sustainable, and joyful world.

### **NOCCA Mission**

NOCCA's mission is to provide a world-class, pre-professional arts education for every young person in Louisiana with the curiosity, creativity, talent and motivation to pursue a life in the arts as they realize the best possible versions of themselves and their futures.

### **NOCCA Equity Definition:**

Equity is fairness in action for all:

Equity is valuing diversity and fairness through actions, systems, and policies. Equity is more than intention. It seeks to undo systemic injustices.

Equity means that everyone is offered what they individually need in order to succeed. Equity does not mean everyone receives the same things in the same way.

Equity within NOCCA means that each member of the community feels safe, supported, and respected.

### **COVID RESPONSE**

NOCCA expects the campus community to adhere to the outlined protocol to help minimize the risks and protect the well-being of our family. Our current vaccination rate for NOCCA employees is 96%. The best way to protect our community and to ensure continuity in learning on campus is to be vaccinated, physically distancing whenever possible, wear face coverings at all times, and monitor any of illness closely and quarantine accordingly.