

# Registration Coordinator Part Time Upper Valley Music Center

## Job Description

### OVERALL DESCRIPTION

This part-time position (20 hours per week) is responsible for registration activities in support of UVMC's mission. Primary responsibilities include Reception, Registration, Calendar, Technology, and Programs & Event Support. The position calls for excellent people skills, attention to detail, ability to learn new software quickly, independent judgment, flexibility and an ability to work as a team member. Upper Valley Music Center is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.

### JOB DUTIES

**RECEPTION:** *Represent UVMC in a professional, warm, and friendly manner to all inquiries; maintain in-depth knowledge of organization, programs, and policies.*

- Be a welcoming, warm, and enthusiastic first point of contact for all people contacting or visiting the UVMC building by greeting visitors and answering questions;
- Sort and route mail, e-mail, and phone messages;
- Support marketing activities by sharing information on UVMC events, workshops, concerts, etc.;
- Nurture and build relationships with parents/partners of students to help build a volunteer network to support UVMC activities;
- Maintain a receptive, organized, clean, and pleasant environment.

**REGISTRATION:** *Process student registration and data entry.*

- Communicate with students regarding registration (class information, tuition assistance, etc.);
- Support timely and effective communication between staff members, faculty, students/parents;
- Prepare written correspondence, e-mails and other announcements regarding registration as necessary;
- Register participants in programs using UVMC's Registration Database;
- Process tuition payments in coordination with registration team and Finance Manager.

**CALENDAR:** *Provide support to ensure that the entire UVMC community has access to accurate calendar information.*

- Assist in managing, monitoring and maintaining schedules for faculty and staff as assigned;
- Schedule and maintain UVMC's studio use in consultation with registration team.

**TECHNOLOGY:** *Facilitate the use of technology by faculty and staff.*

- Provide technology assistance to faculty and staff (e.g. copy/print, Google docs, Zoom, etc)
- Manage and assist with equipment (e.g. laptops, webcams, microphones, projectors, etc)

**PROGRAM & EVENTS SUPPORT:** *Provide registration and operational support for programs and events.*

- Communicate with participants regarding events;

- Provide operational support for programs and events;
- Record and process participation data from special events;
- Requires occasional evenings and weekends.

### **EDUCATION AND EXPERIENCE:**

High School Diploma (or equivalent) or higher.

Key Competencies:

- Verbal and written communication skills
- Customer service skills
- Skills in organizing and planning, time management
- Attention to detail and ability to multitask
- Excellent computer skills; knowledge of PCs & Macs and applicable software such as Microsoft Office (Word, Excel, Powerpoint), Gmail/Google Documents; experience with databases desirable; ability to quickly learn new software
- Reliability

### **Working Environment**

Work primarily involves desk activities, computer usage, and light travel within Upper Valley, which requires access to a vehicle and ability to drive. Must be able to lift up to 30 lbs. Requires acclimating to changing priorities and new goals. In-office work (no remote). Schedule: M-F, 2 pm – 6 pm, with occasional evening and weekend events required.

### **Salary & Benefits Description**

\$18-21 per hour

Benefits include paid time off (select holidays, vacation, and personal time)

### **How to Apply**

Please submit a resume and cover letter to Executive Director Ben Van Vliet at [ben@uvmusic.org](mailto:ben@uvmusic.org)

### **About Upper Valley Music Center**

Upper Valley Music Center is a nonprofit community music school helping children and adults make music through classes, ensembles, lessons, and special events.

- *UVMC is a 501(c)3 non-profit organization and an Equal Opportunity Employer* -