



Position: Temporary Part-Time Administrative Assistant

Position Summary

The Temporary Part-Time Administrative Assistant is responsible for student inquiries, class registrations, and administrative tasks while working in a collaborative environment. The position requires the ability to manage a broad range of procedures to accommodate students' needs. The Assistant must maintain a high level of customer service and attention to detail for all in-person, phone or email constituent communications. This is a temporary, 29 hours per week, non-exempt hourly position. Some weekends and holidays are required.

Position Responsibilities

- Greet and orient students, instructors and visitors to the Folk School.
- Answer inquiries and provide information about the Folk School.
- Process student tuition, room and board registrations.
- Respond to e-mail inquiries.
- Answer departmental phone calls.
- Assist in assembling weekly class registration packets for students and instructors.
- Assist in mail processing and deliver outgoing mail to the Brasstown Post Office.
- Provide clerical support where needed.
- Work Sunday/weekend registration rotation as scheduled.
- Assist with on-campus events.

Education and Experience Requirements

- High school diploma or equivalent required.
- Proficient in Microsoft Office.
- 1-2 years of experience in an office environment.
- Committed to a high level of customer service.

Physical Demands

This position requires limited travel and the ability to drive a car. A current driver's license is required. The position requires that the employee be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. The work of this position frequently requires the use of hands to handle, or touch objects, tools, or controls. The employee must occasionally lift and/or move heavy objects or boxes, up to 25 pounds. While performing the duties of this job, the employee will likely need to sit and to work at a computer. Must be able to work weekends and holidays as needed. This position requires fluency in English.

Applications

Please submit the following materials by e-mail to jobs@folkschool.org, or by USPS to:

Human Resources Manager
John C. Campbell Folk School
One Folk School Road
Brasstown, NC 28902

1. Interest statement that details your experience and interest in the position and the Folk School.
2. Contact Information for three references. At least one reference must be a professional reference.

Review of applicants will begin immediately and continue until position is filled.

John C. Campbell Folk School is an EEO Employer. EEO employers are committed to hiring a diverse workforce and sustaining an inclusive culture. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender, sex, age, religion, disability, sexual orientation, or veteran status, or any other status or characteristic protected by law.