

## **CSMA Office Assistant**

Part-Time, 10-Month Term, 0.2 Full-Time Equivalent (FTE)

As the CSMA Office Assistant, you provide administrative and logistical support to the Community School of Music and the Arts (CSMA). This role involves data entry, facility checks, event coordination, and direct interaction with instructors, students, and families. In this position, you ensure smooth operations by managing registrations, maintaining records, and assisting with evening and weekend activities when needed.

### **KEY AREAS OF RESPONSIBILITY**

#### *Data Entry & Administration*

- Administer the registration process including processing and entering registrations and prepare requisitions for payments.
- Issue tax receipts for registrants.
- Prepare and organize record-keeping sheets, instructor contracts, and additional administrative documents for teachers.
- Respond to emails and phone messages in a timely manner and assist with daily administrative tasks as required.
- Open office doors for parents and visitors.
- Administer payment requisition forms and obtain approval and signatures from the Director of CSMA.

#### *Events*

- Collect recital details from instructors and prepare and print programs.
- Email program information to instructors and participants for review.
- Assist with recital set up and greeting attendees.
- Play for masterclasses and recitals as needed.
- Available on select evenings and weekends for events to engage with families and provide information of the program.
- Attend the first week of instruction in September, early registration in May, and various class start dates throughout the year, as needed.

#### *Facilities*

- Conduct weekly checks of teaching spaces, ensuring rooms are equipped with necessary materials (ex: music stands, broken benches, chairs, and general cleanliness).
- Report on facility issues to the facilities and hosting departments as required.

### **WORKING CONDITIONS**

This position works with standard office equipment and may sit for extended periods of time performing keyboard activities. The CSMA Office Assistant will frequently interact with students, parents, and instructors and assist in recital and teaching space set-up, requiring light lifting of up to ten (10) lbs. This position is required to work some evenings and weekends as required for events and registration periods.

**WHAT YOU OFFER**

- A commitment to the mission of CMU, and to its service in church and society
- Experience in a music or arts environment (preferred)
- Strong organizational and administrative skills.
- Ability to work independently and collaboratively.
- Effective written and verbal communication skills.
- Comfort with basic technology for data entry and document preparation.

**HOW TO APPLY**

We want to learn more about you! Please submit your cover letter and resume to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca). We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Closing Date:** Open until filled.

*Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.*

*If accommodations are needed, please send your request to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca).*