

# Hoff-Barthelson Music School

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## **Assistant Registrar (FT)** **Position Description, January 2019**

Founded in 1944, Hoff-Barthelson Music School is one of the country's premier community music schools with a national reputation for unsurpassed excellence. The School serves more than 750 students from 50 Westchester municipalities on site and another 250 at partner organizations including Head Start Centers, healthcare facilities, and social service agencies. The 75-member faculty comprises many of the region's most distinguished educators.

Hoff-Barthelson offers comprehensive individual instruction in both classical music and jazz; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; four orchestras, three choirs, and over 40 chamber ensembles; master classes by world renowned artists; scores of workshops, recitals and concerts; a robust Suzuki program; early childhood instruction; outreach programs; and a five-week summer music, art and theater program.

### **The Assistant Registrar**

The Assistant Registrar reports to the Registrar and supports all facets of the registration department and ensures that student registration processes are customer focused and efficient for students, faculty and staff. The work of the Assistant Registrar incorporates both student services and data base management and is responsible for the structure, maintenance, accuracy, processing and reporting of registrations, student records, financial aid data, payroll data, and related information. Specifically, the Assistant Registrar:

- Coordinates the intake of prospective students
- Distributes re-registration information to current students for the coming year
- Assists with student scheduling, coordinating and confirming lesson, class, rehearsal and performance times with students, parents and faculty
- Enters daily updates into the student records database
- Helps prepare materials such as the school calendar, course descriptions, and room schedules
- Staff Open Houses and other recruitment events to answer questions and register new students
- Reviews faculty payroll reports, double-checking adjustments, per-service fees, etc.
- Assists with processing financial aid applications and notifications; and assist with monitoring participation in lessons, classes and rehearsals by financial aid recipients
- Performs other duties as assigned.

### **QUALIFICATIONS**

**Education:** B.A., or equivalent experience.

**Experience:** 4-6 years job experience preferred. Experience producing work with high level of accuracy.

**Knowledge and Skills:** Proficient with Microsoft Office, including Word, Excel, Outlook. Solid working knowledge of registration systems or sequential databases. Experience with ASAP Connected Registration Systems a strong plus. Strong organizational, problem solving, and communications skills. Excellent administrative skills and interpersonal skills. Ability to pay close attention to detail.

**Physical Demands:** Infrequent lifting and carrying of up to 25 lbs. Must be able to sit for extended periods of time; frequently working at a keyboard for up to 8 hours at a time.

**Compensation:** \$38,000 - \$42,000 per year; 5 weeks vacation; access to health, dental, vision, life, disability and supplemental insurances as well as FLEX benefits (transportation, medical, child care, parking).

**TO APPLY:** Please send a cover letter and resume to [careers@hbms.org](mailto:careers@hbms.org) by February 28, 2019.