

Moore College of Art & Design

Job Posting

Status: Non-Exempt, Full-Time Temporary
Schedule: April 1, 2026 – August 28, 2026
Position: Continuing Education Summer Programs Assistant
Reports To: Director of Continuing Education

About Moore: Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit moore.edu and follow us on social media @moorecollegeart.

Purpose: Responsible for providing administrative support to all Continuing Education programs. The Continuing Education Program Assistant supports Continuing Education Department during our summer session, providing high-quality art and design educational experiences that aid in upholding Moore's mission and meeting Strategic Plan and enrollment goals. Continuing Education programming includes Young Artist Workshop (YAW), Summer Art & Design Institute (SADI), Summer Artist / Educator Residency (SAER), and Adult Continuing Education (ACE).

Requirements:

- BA or equivalent
- Hard working, enthusiastic, customer service-oriented, motivated and flexible
- Minimum 1 year experience with administrative/office duties, educational and/or arts programs preferred
- Interest in and familiarity of arts administration, community arts programming, and visual art and design required
- Ability to undergo training and retain learnings for new technologies and systems; experience with CRM's such as Slate and PowerCampus preferred; experience with Microsoft Word, Excel, and Adobe Acrobat required
- Ability and willingness to work on Saturdays and some evenings
- Organized, detail oriented, and accurate
- Demonstrated ability to successfully manage multiple projects and complete tasks in a fast-paced environment
- Excellent interpersonal skills and ability to be comfortable with diverse audiences
- Attentive to safety needs of children and minors; ability/willingness to obtain child abuse clearances for work in Philadelphia, PA
- Excellent and concise written and oral communication skills
- Possesses a positive attitude and ability to be a team player, work collaboratively and promote cross training

Primary Responsibilities:

- Provide full-time support during summer programming April 1, 2026 – August 28, 2026.
- Provide excellent customer service and communication when responding to customer and staff inquiries via phone, email, and walk-in.
- Provide administrative support to the department Director and Assistant Director.
- Assist in the collection and organization of new hire documents.
- Entry and maintenance of accurate student information, records and filing systems to meet program and college needs to support prospective/active students, mailings, instructors and student databases.
- Planning and execution of youth and adult programs including registrar functions, student and faculty support, special events, communication and financial services such as deposits and refunds.
- Coordinate classroom scheduling for programs and class administrative tasks.

- Assists in the coordination of registration, deposit, withdrawal, and refund process in an accurate and timely manner; maintains accurate records and filing systems.
- Assists in the coordination of ID, Moodle and other system logons for all students and faculty; communicate and distribute appropriate information required for systems.
- Assist in the management of office and classroom art/design supplies and inventory.
- Assist in the management of scholarship cycles and archiving.
- Support inquiry to registration conversion through customer service, contact and follow up.
- Perform other duties and projects as assigned.

Physical Demands/Working Conditions:

Primarily office setting; some local travel required. The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

To Apply:

Interested candidates send your resume and cover letter with salary requirements to HR@Moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. Read Moore's full compliance statement <https://moore.edu/non-discrimination-policy/>