



50 North Plymouth Avenue
Rochester, New York 14614

POSITION AVAILABLE: PART-TIME/SEASONAL OFFICE DESK MONITOR

12 hours per week; part-time/temporary, seasonal position, September-October 2026, with possible extension into subsequent months

Schedule of hours:

Monday through Thursday, 3:30-6:30 PM at our Downtown Presbyterian Church (DUPC) location, 121 North Fitzhugh Street

Candidate must have:

- * Interest in Hochstein mission; interest in music/dance
- * Excellent, professional phone manner and oral skills
- * Helpful, enthusiastic attitude; ability to serve the public
- * Able to work independently
- * Excellent attention to detail
- * Word processing skills and experience (Microsoft Word, Excel, Google Workspace)
- * Good teamwork skills in coordination with Main Office
- * Ability to maintain professionalism and confidentiality when handling student, family, and organizational information

Duties include: Greeting and directing students/parents as they arrive; light word processing and filing; daily check-in with Hochstein's main office to pick up faculty mail; maintaining frequent contact with main office personnel; additional duties as assigned by the Dean of Students and Front Office Coordinator.

Position available in early September with a school-year schedule starting on September 9; will remain open until filled. Hourly, minimum wage, \$16.00 per hour. Also eligible for a 20% staff discount on lessons and classes at Hochstein.

Please send or e-mail a letter of interest, resume, and contact information for three references to:
Joanna Bassett, Dean of Students, at Joanna.bassett@hochstein.org.

The Hochstein School is an Equal Opportunity Employer. It is our policy to afford equal opportunities to all persons employed by or seeking employment with the School. The School prohibits unlawful discrimination and harassment on the basis of an employee's or applicant's race, color, religion, creed, sex, sexual orientation, gender identity and expression, national origin, citizenship, age, disability, marital status, military or veteran status, arrest or conviction record, status as a victim of domestic violence, predisposing genetic characteristics, familial status, the employee's or the employee's dependent's reproductive health decision-making, and any other status protected by federal, state, or local law. Please visit these links for information regarding employee rights under the Family Medical Leave Act and Employee Polygraph Protection Act.