

ROBERTS WESLEYAN UNIVERSITY

Job Description

Job Title

Administrative Assistant

Department

Music and Performing Arts

Reports To

Chair, Dept. of Music & Performing Arts

Created

February 2022

Status

Professional Non-Exempt
(Average: 34 hours/week)

Job Objectives:

Provide administrative and marketing support to the Music Department chair, faculty, programs, and students.

Job Responsibilities:

1) Finances:

- Maintain excellent financial records, including generating faculty contracts and additional payments, requesting checks and reimbursements, paying invoices, depositing cash/checks/donations, allocating credit card expenses, updating account line spreadsheets, renting music for ensembles, keeping certification/accreditation current, and theatre rental contracts/licenses.
- Oversee faculty growth check requests, approval forms, and records of current balances.
- Generate cashier's vouchers, cash advances, journal entries, payments for directed/independent studies, etc.

2) Managerial Roles:

- Supervise music department student workers, including creating and managing schedules, overseeing timecards and remuneration, etc.
- Chorale setup, Wind Ensemble setup, RSO setup, Music Seminar setup, recital setup, recital sound recording, photographers, office assistant, and Chorale and Coro di Voci accompanists, and setup workers for miscellaneous needs, including ensemble dress rehearsals and concerts, Concerto-Aria competition, recitals, Gala prelude musicians, etc.

3) Marketing:

- Assist the Director of RCMS and Special Events Coordinator with RWU website and department social media accounts (when needed).
- Create internal posters and campus slides, submit events to online calendars and faculty/staff bulletin, update advertisements, facilitate bulk mailings and e-blasts, create CLC program and alumni newsletter submissions, etc.

4) Office Management:

- Handle room reservation requests for Shewan Recital

- Hall and Cox Hall.
 - Assist Chair in overseeing course schedules.
 - Maintain room schedules.
 - Create classroom move schedules to avoid conflicts.
 - Schedule juries/finals, recitals/events, RCMS lessons, piano tunings and maintenance, etc.
 - Other duties as needed.
- 5) Office Operations:
- Answer phone, order supplies, sort/distribute incoming mail, maintain a clean and organized office environment, send instruments out for repair, update faculty and student handbooks, distribute course evaluations, order toner and paper for printers, submit copy counts, collect syllabi, maintain bulletin board and department calendars, and oversee instrument inventory, lockers, and keys.
 - Submit work orders, ITS requests, and vehicle requests. Handle various forms, including field trip requests, departmental recital forms, accompanist request forms, instrument and camera loan forms, and concerto-aria competition, junior/senior recital, and Presser scholar applications.
 - Attend music faculty meetings, bi-weekly calendar meetings, and other campus meetings. Prepare and distribute minutes.
 - Assist Chair: complete the annual HEADS report, schedule office appointments, send out meeting requests, and evaluate department budget. Assist with hiring new faculty, formatting and submitting reports, and other miscellaneous projects. Oversee music department assessment.
 - Other duties as needed.
- 6) Special Events:
- Assist the Coordinator of Special Events in coordinating Homecoming, Christmas Gala, Concerto-Aria competition, Presser Scholar and other music scholarships, biennial theatre symposium, biennial Schoenhals symposium, NYSSMA Conference, Commencement, theatre productions both on and off campus, etc.
- 7) Concerts/Recitals:
- Format programs, assign ushers/stage managers, create posters, submit print shop requests two weeks in advance, create campus slides for monitors, create Facebook events and Instagram posts, submit to the bulletin, submit to WXXI-FM, coordinate setup/teardown, submit work orders for platform risers, coordinate risers setup/teardown, hire photographers, oversee payments for videos, coordinate sound recording schedules (for student recitals), and submit field trip forms and vehicle request forms when necessary.

The approved salary for this position is \$15.50/hr-\$15.75hr.

EDUCATION:

Associates Degree minimum strongly preferred. 2-4 years of experience working in an office setting. An equivalent combination of education and experience will be considered. Excellent organizational,

administrative task management, Google Suite, and interpersonal skills required. Ability to prioritize and multitask is a must. Strong capabilities in Google Suite. Strong proofreading skills needed. Experience with creating flyers and promotional materials. Music background is strongly preferred. A successful candidate will be able to demonstrate cultural competence and must value the principles of diversity and equity.

<p><u>Consequence of Error</u> Errors in this position have a negative impact on the function of the Music Department as well as the scheduling and running of concerts and recitals campus wide.</p>	<p><u>Confidential Data</u> Access to student information and faculty contract data which is to remain confidential.</p>
<p><u>Level of Supervision</u> Most activities have standard instructions and procedures as a guide. Must be able to work independently and solve problems effectively. Unusual problems are defined.</p>	<p><u>Mental/Visual Demand and Physical Effort</u> This position requires strong interpersonal and organizational skills, including the ability to prioritize and handle multiple tasks simultaneously. Ability to multitask well and handle stressful situations is essential.</p>
<p><u>Directs Work of Others and/or # of Employees Supervised</u> Student worker(s), as assigned.</p>	<p><u>Environment</u> Office setting with frequent interruptions by students, faculty, staff, and Community Music School parents/students.</p>