MAJOR PURPOSE:
The Music Department Administrative Assistant will project a professional University image through in-person and phone interaction and will provide all levels of office support to the Music Department in general and administrative support to the Department Chair specifically. Duties include general clerical, receptionist and project based work; extensive software and communication skills are required.

PERFORMANCE RESPONSIBILITIES:
1. Administrative duties such as filing, typing, and scanning & copying documents
2. Help manage and maintain music department budget with regular reports and record keeping of purchases. Help determine future budget needs with reporting and record keeping.
3. Directly manage student workers with the supervision of the department chair.
4. Help manage and coordinate major music department events and concerts such as Celebrate Christmas and Night of Classics, etc.
5. Oversee & manage the booking of concerts of performance groups as well as tour schedule.
6. Ensures operation of music equipment & gear by calling for repairs, tuning, & purchasing as needed.
7. Manage music department marketing with print mailers, website maintenance, & social media.
8. Management of the music department performance calendar (Google) for all music department events.
9. Management of department chair schedule for auditions, appointments, meetings, and events.
10. Direct management of recruiting under the supervision of department chair including: manage student workers with recruiting efforts, call nights, schedule auditions, manage audition paperwork, and reporting to department chair
11. Organization & management of music department score library
12. As needed, create, revise & implement new systems and procedures.
13. Any and all duties assigned by direct supervisor.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Bachelor’s Degree or equivalent work experience

REQUIRED KNOWLEDGE:
- Thorough knowledge and proficiency in all Microsoft Office products
- Comfortable using and learning new technology, as required
SKILLS/ABILITIES:
• A strong and visible Christian faith
• Commitment to the goals and values of William Jessup University in accordance with the lifestyle policy in the employee handbook
• Strong organizational skills and attention to detail
• Strong written, verbal and interpersonal communication skills
• Self motivational and group leadership skills
• Strong customer service skills

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________ _____________________________
Employee Signature     Date