

Pacific Union College

Job Description

Position Title:	Music Office Assist. School of AHP Executive Assistant	Exemption Status:	Non-Exempt
EEO Classification:	Administrative Support Workers	Job Code:	43-6011
Department:	Music & School of Arts, Human & Professional	Position ID:	33110EXASTAHP
Reports To:	Dean of School of Arts, Humanities, Pro Studies & Chair of Music Dept	Wage Scale:	I-E
Last Update:	5/31/2026		

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

- Teamwork:** A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
- Integrity:** A necessary component for cultivating trust and mutual empowerment within our community.
- Professionalism:** A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
- Service:** A value and action rooted in our spiritual heritage.

JOB SUMMARY

The Department of Music Office Assistant & Executive Assistant for School of Arts and Humanities provides administrative, operational, and event support to ensure the efficient daily functioning of the department. This role supports faculty, students, and community programs while maintaining organized facilities, managing communications, and coordinating events. 2. The School of Arts, Humanities, and Professional Studies Executive Assistant provides administrative, operational, and event support to ensure the quarterly functioning of the school. This role supports faculty, students, and community programs while maintaining organized facilities, managing communications, and assisting in coordinating events (PreVespers, Community, Guest Lecturers, Education and Theology events, career/internship fair and other needs). The position requires strong organizational and communication skills, attention to detail, and the ability to manage multiple priorities as a self-starter.

ESSENTIAL FUNCTIONS

Office Administration & Customer Service – Music an Education Departments

- Serve as primary point of contact for the department, including answering phones, responding to emails, and greeting visitors
- Manage the department email inbox, calendar, and mail distribution
- Provide general administrative support to faculty

Operations & Facilities

- Coordinate building maintenance requests and support internal space security, including key management
- Maintain cleanliness and organization of offices, studios, public spaces, and storage areas
- Manage department supplies and inventories
- Field building use requests and manage space access for both internal and external entities (Paulin Hall)

Student & Faculty Support

- Supervise student employees and assist with scheduling and oversight (Music, Education, SoAHP)
- Approve timecards and support basic payroll-related processes (Music, Education, SoAHP)

Financial Processing

- Process invoices, reimbursements, and payments
- Reconcile monthly department credit card statements
- Submit deposits and track incoming payments
- Manage billing for Paulin Center for the Arts
- Communicate with Student Finance regarding fee waivers and scholarships, etc.

Events & Communications

- Create and distribute promotional materials, including posters, emails, and newsletters
- Coordinate printed programs for concerts and events
- Maintain departmental bulletin boards and post materials across campus

Event & Program Coordination

- Provide logistical support for concerts, tours, and special events
- Help coordinate major annual events including but not limited to:
 - Quarterly communities
 - Quarterly PreVespers
 - Education Days
 - Higher Ed Collaborations/In services (as needed)
 - Graduation
 - Internship Coordination
 - Assist with biennial Music Festival

EDUCATION

B.S. or B.A. basic, applied, behavioral science from an accredited college or university required.

LICENSE/CERTIFICATION

N/A

QUALIFICATIONS

- At least one year of experience in office management or a combination of academic qualification and relevant experience
- Strong organizational, multitasking, and problem-solving skills
- Flexible in working with multiple departments
- Strong written and verbal communication skills

- Proficiency in Microsoft Office and Google Workspace
- Ability to work independently and collaboratively
- Demonstrated initiative and confidence in following up with colleagues across departments, including senior-level administrators, to gather information and ensure tasks are completed

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Frequent travel, computer use, unscheduled interruptions, and speaking, reading, and understanding English. Occasional: working more than 40 hours/week, weekend work, on-call/after-hours work, fast-paced work, and driving/operating machinery or vehicles.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lit and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the _____ job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date