

Job Description:

Music office Assistant — School of Arts Humanities and Professional Studies Executive Assistant

Start Date: ASAP

Job Type: Staff Job Opening

Department: School of Arts, Humanities, and Professional Studies

Position Type: Full Time

Job Summary

1. The Department of Music Office 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 Operations Manager 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.

Key Responsibilities

Office Administration & Customer Service – Music and 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/Inservies (as needed)
 - Graduation
 - Internship Coordination
 - assist with biennial Music Festival

Education and Experience:

B.S. or B.A. basic, applied, or behavioral science from a recognized college or university is required. At least one year of experience in office management or a combination of academic qualification and relevant experience.

Competencies

- 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
- Flexibility and adaptability in a dynamic environment, with the ability to manage shifting priorities and respond effectively to last-minute changes
- Experience in administrative support, event coordination, and/or office management preferred
- Attention to detail and ability to handle confidential information

Position Details

- **Schedule:** Full-time, approximately 38-40 hours per week
- **Reporting to:** Chair, Department of Music and Dean of SoAHP
- **Pay Range:** \$22–\$24 per hour