



JOB DESCRIPTION



INFORMATION

Job Title	<i>Administrative Assistant</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt
Department	School of Music	W/C Classification	8810 - Clerical
Reports To	Administrative Manager	Compensation	\$17.00 - \$18.00/hour

SUMMARY

Advance the mission and vision of TMUS through administrative support to the School of Music.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Management of the School of Music box office: Set up online ticketing for annual concert series, troubleshoot, oversee student worker, maintain equipment, etc.
- Interdepartmental and cross-campus collaboration with other departments (Marketing, Campus Productions, Plant Ops) and external constituencies (Tix, various patrons) in the resolution of a variety of day-to-day matters.
- Make requests and provide wording and vision for School of Music event graphics, programs, posters and advertising for large-scale events.
- Create, format & print programs for other departmental concerts as needed (work with various directors for content).
- Generate weekly Music Events emails and send information for Community Connection emails.
- Oversee School of Music web page requests, social media accounts (FB page/Instagram account), YouTube channel and iTunes/Spotify accounts.
- Oversee and plan prospective music major events such as Prelude Weekend and the High School Choral Festival
- Oversee the production and planning of our annual Forest Lawn Concert
- General reception of music office including answering telephones and inquiries of visitors, take minutes for faculty meetings, data management, Prelude visit days, entrance/scholarship auditions, and departmental chapels.
- Assist with maintenance of the Music Recital Hall facility (repairs, cleaning, etc.) and practice rooms.
- Assist with oversight of the student MRH event staff: Hall Setup Workers, House Crew, Recording/Livestream Technicians & Box Office Assistant; hire, train, verify timecards weekly, monitor work study budget with Administrative Manager, complete evaluations, keep job descriptions up to date.
- Assist with the production and management of School of Music on and off campus concerts.
- Assist with securing copyrights for School of Music recordings.
- Assist with scheduling prospective student auditions and contacting.
- Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.

- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Ability to communicate effectively, both orally and in writing; strong writing skills needed for social media posts and other department communication.
- Strong organizational and interpersonal skills
- Detail-oriented, strong time management and highly organized.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Thorough follow-through of tasks.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Assign, plan, and oversee the work of assigned student employees.
- Handle discipline and termination of student employees as needed and in accordance with TMUS policy.
- Train student employees, verify timecards, and monitor work study budget.
- Complete student evaluations and maintain up to date job descriptions.

EDUCATION AND EXPERIENCE

- Bachelor’s degree or equivalent
- At least one year previous experience in administrative position.
- Proficient in Microsoft Office Suite; Word, Excel, Outlook, PowerPoint and willing to learn additional web-based applications.
- Understanding of technical needs of a music department preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.
- Some evening and weekend hours required; occasional travel is involved including overnight stays.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Master’s University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.