

The University of Akron
Classification Specification

Job Title:	Asst to the Director Music	Job Code:	41241
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/1/04;3/30/01;7/1/99

Job Summary:

Coordinate office functions and program while providing administrative support to the Director of Music.

Essential Functions:

10%-50% Perform administrative duties for Director. Serve as a liaison between Director and faculty, staff and students for the purpose of relaying and/or obtaining information. Process departmental and student forms upon request. Notify students to renew their undergraduate scholarships while properly routing all applications. Verify eligibility for enrollment, monitor progress and register students for classes.

5%-60% Assist with the University Band Program and Summer Band Camp by maintaining budgets, student database and correspondences. Make travel arrangements for the various bands and notify the public of upcoming events.

5%-30% Oversee the work of student assistants. Hire, train and assign work assignments on a daily basis. Administer disciplinary action when necessary.

5-20% Assist the coordinator in admitting students to the graduate program in music. Maintain student files, correspondences, tracking and disseminating of all graduate assistantships and scholarship contracts. Oversee the program in coordinator's absence.

5%-20% Respond to inquiries regarding workshops and prepare advertisements and flyers for the summer school and other programs. Register all students for the appropriate workshops and verify that they are correctly enrolled and receive grades for appropriate course.

20% Manage audition process for all prospective undergraduate students. Coordinate all correspondence pertaining to undergraduate inquiries regarding The School of Music and audition/placement test results. Assist with the Career Day recruiting.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience performing office/clerical duties in a high paced environment. Advanced computer skills that include using word processing, spreadsheet and database applications required. Ability to maintain and monitor budgets required. Strong communication and organizational skills are required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.