

## **PART-TIME MUSIC DEPARTMENT ADMINISTRATIVE ASSISTANT**

### **GENERAL STATEMENT:**

Assist the Music Department coordinator and the faculty as an administrative assistant and be a positive representative for TVCC and the Music Department. This is a part-time position that requires working up to 30 hours per week.

### **REPORTS TO:**

Music Department Coordinator

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Ability to work fluently with word processing, desktop publishing, spreadsheet, and presentation software preferred. Experience in web page development preferred. Secretarial experience preferred. Successful completion of college-level coursework preferred.

#### **OTHER:**

Ability to type 40 wpm; operate various office machines such as typewriter, calculator, copier, and fax.

### **DUTIES AND RESPONSIBILITIES:**

- Maintain a professional front office and keep it clean, organized, and orderly.
- Greet visitors and direct them to meetings with faculty, or holding visitors in the waiting area while notifying faculty of their arrival (potential students, parents, visiting colleges, community members, etc.).
- Maintain departmental performance and calendar schedule, with input from faculty.
- Assist in the creation of PO's, travel requests, maintenance requests, etc. within the Fine Arts Building as directed by the faculty.
- Answer the telephone in a professional manner, including transferring calls and/or taking messages.
- Pick up the mail from the TVCC bookstore and distribute it in the departmental mail boxes.
- Develop and maintain a clear relationship with each of the faculty members and accommodate their requests for student outcomes in a timely manner, as well as prioritizing the work load.
- Supervise student office workers.
- Work closely with the department chair to maintain clear lines of communication with the departmental faculty and the administration of the college.
- Work with faculty to develop agenda items for faculty meetings at the request of the department chair. Assemble the outcomes of the meetings and distribute the outcomes of the faculty meetings to all faculty members via email.
- Report building issues for maintenance and repair through the maintenance request system via TVCC.edu website.
- Perform duties related to scheduling recital performances such as develop and print programs and distribute related information within the department.
- Assist the Music Department coordinator with administrative tasks such as typing faculty meeting agendas, compiling music major information, sending memos, maintaining the departmental calendar, constructing and printing the Friday recital schedule and programs, and distributing information within the department.

**PART-TIME MUSIC DEPARTMENT ADMINISTRATIVE ASSISTANT**

- Oversee the Music Department workroom: order Xerox paper, assist in making copies if needed, call the TVCC Xerox administrator when the copy machine technician is needed, check to make sure that workroom policies are implemented.
- Maintain stock of office supplies, including monitoring inventory and reordering, for the Music Department coordinator, the front office, the piano classroom, the theory instructor, and the computer lab.
- Deposit money collected through the lab and other sources to the proper accounts.
- Maintain the central hallway bulletin board.
- Deliver forms, reports, or other materials to TVCC administrators and faculty.
- Keep departmental records of transactions, ordering forms, etc. organized and accessible to faculty.
- Create and order concert programs.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 10/26/11 Revised: 10/2/2015*

JD497