



POSITION DESCRIPTION

Department: Institute for Music Leadership
Job Classification: Graduate Assistant
Functional Title: IML Graduate Student Department Assistant

GENERAL PURPOSE

This assistantship has many responsibilities related to the administration of programs within the Institute for Music Leadership, including the Arts Leadership Program, Polyphonic.org, and the Office of Careers and Professional. Duties vary based on the skills of the student and may range from complex tasks such as web page development and maintenance, basic film/video applications, graphics design and production, setting up a database, supporting the instructor of a course with logistics, marketing and running events to simple office support. Other responsibilities may include planning and execution of meetings and social events, website content recommendations and updates, and maintenance of IML related contact information. Duties may be tailored to suit the additional interests of the student.

SPECIFIC RESPONSIBILITIES

Some specific responsibilities may include:

- Data entry and working with spreadsheet applications
- Interaction with students, alumni, faculty, and staff and other outside contacts
- Handling confidential information
- Event planning, preparation and support
- Preparing routine correspondence
- Authoring IML Spotlights, facebook posts, various articles
- Basic research
- Filing, copying, mailing preparation
- Assistance with errands
- Covering for receptionist
- Web page creation, content review and updates
- Working with graphics design and production

- Working with basic film/video applications including filming, editing, uploading to web
- Working with social media (facebook, twitter, etc.)
- Other duties as assigned

REQUIREMENTS

Preference is given to graduate students who are enrolled in or plan to apply to an Eastman/IML certificate/diploma program, but other Eastman applicants will also be considered. The ideal candidate for this position is an enthusiastic self-starter who is eager to learn and can take responsibility for projects and duties with minimal supervision. Excellent writing skills are needed, as is the ability to communicate effectively with a broad range of constituents. A working knowledge of Microsoft Office applications (Word, Excel, Outlook, etc.) is required. Data entry experience and familiarity with graphics or video, social media (facebook, etc.), and web authoring applications are extremely desirable. In person interview preferred; phone interview required.

WHAT THE STUDENT WILL LEARN

By working closely with members of the department, the student will get a first-hand look at the behind-the-scenes operation of a multi-function higher education institute which is a vital hub for creating, sharing, and implementing cutting-edge ideas and programs that will ensure the vitality and relevance of music in the 21st century. They will have the opportunity to improve upon existing skills and experience and to explore/ build upon new ones while becoming a member of a professional team.