



POSITION DESCRIPTION

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

GENERAL PURPOSE

Under general supervision, the Institute for Music Leadership (IML) Student Assistant will perform routine and non-routine clerical duties for the IML in accordance with established standards and procedures. This person will support the daily functioning of the Institute, with regards to services of the Office of Careers and Professional Development, the Center for Music Innovation, the Arts Leadership Program, and the Orchestra Musician Forum and its website Polyphonic.org. They will report directly to the Administrative Assistant to the IML Director.

SPECIFIC RESPONSIBILITIES

Duties vary based on the skills of the student and may range from data-entry to customer service to working with graphics or the web. 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 preparation and support
- Preparing routine correspondence
- 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

The ideal candidate for this position is an enthusiastic self-starter who is eager to learn and can take responsibility for projects and duties. 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. A music background is preferred. Data entry experience and familiarity with graphics or video, social media (facebook, etc.), and web authoring applications a plus.

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.