



## **Job Description**

**Position Title: Administrative Specialist I**

**Department: Music and Band**

**Reports To: Chair of the Department of Music/Director of Band/Band Camps**

**Salary: \$23,257**

### **Summary**

The Administrative Specialist I will be responsible primarily for assisting in the areas of Music and Band, but will also assist with Choir and other music ensembles as time and work load permit. This position works under the supervision of the Chair of the Department of Music in conjunction with the Director of Bands/Band Camps.

### **Essential Duties and Responsibilities**

1. Composes various documents, letters, reports, forms.
2. Establishes and maintains various computerized and paper files, records and logs. Maintains databases of potential recruits. Assists in compiling data for annual reports.
3. Maintains status of Band and Choir budgets by posting entries to spreadsheet.
4. Maintains sufficient supplies for the Band and Band Camp by conducting physical inventory, ordering, receiving, and restocking supplies. Notifies faculty of any problems with equipment.
5. Facilitates travel planning, itineraries, etc. for band students and band directors. Facilitates choral tours. Assists with recruiting and publicity efforts for Band and Choir.
6. Assists in preparations for Band Camp, workshops, conferences, and other meetings.
7. Submits Recital and Concert press releases to Henderson PR office. Maintains audience e-mail list and departmental newsletter. Tracks recital attendance.
8. Prepares schedules of events or staffing, and maintains calendars.
9. Trains and provides support for work-study students for Band.

10. Has, or is willing to acquire quickly, computer skills to help in posting information on departmental websites.

11. Performs other duties as required by the department and Band for smooth operations.

### **Qualifications / Experience**

A successful candidate should possess exemplary computer skills necessary to complete the duties as assigned; excellent verbal and communication skills; understanding of working within a team environment; self-motivation; good human relations skills; appreciation for details; willingness to learn new skills and information. This position is forty hours per week on a regularly assigned schedule.

Candidate must possess the formal equivalent of a high school diploma, plus one - two years of clerical experience. Other job related education and/or experience may be substituted for all or part of these basic requirements.

**Note:** The applicant selected for this position will be required to submit to a background screening, including criminal background check.

### **Application Instructions:**

Applicants should submit a cover letter, CV/resume, and three professional references with contact information to [humanresources@hsu.edu](mailto:humanresources@hsu.edu). Applications received by January 3, 2022 will be guaranteed consideration.