



Job/Position Description  
Administrative Assistant (Part-Time)  
Department of Music

**APPLICATION PROCESS AND HIRING TIMELINE INFORMATION**

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified, and continue until the job is filled.
- The job starts as soon as possible.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

**ADMINISTRATIVE INFORMATION**

**POSITION:** Administrative Assistant

**POSITION'S MAJOR OFFICE:** Office of the Provost

**MAJOR OFFICE RESPONSIBILITIES:** The Office of the Provost is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

**POSITION'S DEPARTMENT:** Department of Music

**POSITION'S DEPARTMENT RESPONSIBILITIES:** Will office in the Department of Music and will provide administrative support to the Music Chair. The Department of Music is responsible for the effective development and delivery of the department's curriculum and advising of department majors. In addition, the department assists other areas of the university in recruiting new students to the university and participates on faculty and university committees. The department focuses on quality teaching and student centered learning. The mission of the Music Department is as follows: It is the mission of the Music Department to provide students with a comprehensive music education by focusing on a theoretical understanding of the musical language (I), the art of performance (II) and the spiritual role music plays, individually and culturally (III).

**POSITION'S DIRECT SUPERVISOR:** Chair, Department of Music, Dr. James McAllister

**DATE POSITION LAST REVIEWED OR ANALYZED:** October 2021, Revised by: Becky Mathews (HR)

**POSITION'S EMPLOYMENT STATUS:** Part-Time, Staff, Hourly (Non-Exempt), At-Will

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** Based on qualifications and experience. Part-time employees are not eligible for benefits.

**POSITION INFORMATION**

**POSITION'S SUMMARY:** The position is responsible for the administrative duties associated with the Chair of the Department of Music.

**POSITION WORKS WITH:** Works significantly with the music department. Also works with admissions and financial aid staff. Offices within the Department of Music and works closely with the Music Chair, providing administrative support.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None

**POSITIONS PHYSICAL WORKING CONDITIONS:** Climate controlled office and classroom environment. Standing, sitting, stooping, walking, talking, seeing, hearing, keyboarding, filing, and other similar physical motions and activities are a usual part of the job.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None.

**POSITION'S WORK SCHEDULE:** Part-time schedule, hours determined by supervisor.

**POSITION'S TRAVEL REQUIREMENTS:** Minimal

## POSITION DUTIES AND PERFORMANCE STANDARDS

### **ATHLETICS DUTIES**

- Recruiting (30%)
  - Provides recruiting support to "The Howl", the University's athletic band
- Administration (65%)
  - General administrative assistant duties including typing, word processing, distribution of mail, ordering of supplies and filing.
  - Assist with sending daily response to all inquiries and refer non-traditional and traditional inquiries to appropriate personnel.
  - Maintain daily communication with department chair and faculty, responding in a timely manner to their internal/external departmental needs.
  - Maintain and organize faculty and student records.
  - Distribute and track student locker/key assignments as well as faculty keys.
  - Maintain accurate department inventory, as well as instrument check-in/out.
  - Assist the Chair and MARCOM in creating and publicizing the performance calendar for each academic year. Assist the chair, faculty and MARCOM with the creating, monitoring and publicizing of the ongoing performance calendar for each academic year. This includes the scheduling of student degree-required recitals.
  - Assist chair in the implementation of the academic course schedules for each academic year.
  - Assist chair with monitoring budget activity.
  - Prepare and process all office forms (including check requests, purchase orders, purchases, adjunct contracts.)
  - Coordinator and Supervisor of work study students as well as Sam's Chapel crew.
  - Assist ensemble directors with marketing and publicizing concerts and outreach events including creating the event programs and posters/flyers through MARCOM.
  - Serve as the direct liaison for "The Howl" with the Athletic Department, as well as coordinating those appearances with the same.

### **POSITION'S OTHER DUTIES (5%):**

- **Other duties as assigned by the Director of Athletics and/or Music Chair.**

**POSITION'S PERFORMANCE MEASURES AND STANDARDS:** This section lists the specific performance measures and standards (goals) upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder.

- Recruiting – sufficient recruiting contacts and evaluations to insure that the minimum roster size is achieved as of the 20<sup>th</sup> day of the fall semester.

## POSITION QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: High school diploma.
- PREFERRED: Bachelor's degree

### **CERTIFICATIONS/LICENSES:**

- MINIMUM REQUIRED: None
- PREFERRED: None

### **WORK EXPERIENCE:**

- MINIMUM REQUIRED: Minimum of two years' administrative work.
- PREFERRED: None

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:**

- MINIMUM REQUIRED
  - Demonstrable teamwork and team building skills.
  - Demonstrable priority setting and organizational skills.
  - Demonstrated advanced level of oral and written communication skills.
  - Demonstrated ability to work effectively with diverse populations.
  - Demonstrated problem solving and abstract thinking skills.
  - Demonstrated ability to produce high quality work while working independently.
  - Philosophical alignment with the mission and vision of KWU.
- PREFERRED
  - None

## NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.