

Job Posting

Position: Music Operations Coordinator & Assistant to the Dean of the Greatbatch School of Music
40 hours per week, 11 Months
Estimated starting pay \$15.25/hour

Reports to: Dean of the Greatbatch School of Music

OCCUPATIONAL SUMMARY:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds. Houghton is focused on preparing and equipping students to serve God fully and faithfully in and labor as scholar-servants in a changing world.

This position impacts the mission of the Greatbatch School of Music through the wide-range of supportive roles the position requires. While support of the Dean occupies the primary role, the position requires working collaboratively with music faculty, graduate students, and undergraduates to ensure that systems in place function well and any needs that affect the entirety of the School of Music and its programs are addressed in a professional and timely way.

DUTIES AND RESPONSIBILITIES:

- Provide administrative support for the Dean of the School of Music and coordinate School of Music operations while supervising student office workers.
- Establish a high-quality professional, welcoming presence for the academic area.
- Communicate regularly with music faculty and students regarding important School of Music information (generally via email, but often in person).
- Ensure student lesson registrations fit within faculty load.
- Prepare annual NASM Heads Reports (w/Dean and the Office for Institutional Effectiveness).
- Act as the primary area liaison with non-academic University organizations such as Metz Food Service, Sodexo facilities, custodians, accounting/payroll offices, admission office, and others to maintain smooth operation of the academic area.
- Interface professionally with the President's Office, Provost's Office, Registrar's Office, Marketing & Communications Office, Advancement Office, Payroll, Student Financial Services Office, Printing Press, Technology Services, College Post Office, Safety and Security, and other Deans and their academic department coordinators.
- Supervise student workers, time-card collection, and timely submission of timecards, signed by the Dean, to Student Payroll Office. Hire and train office workers.
- Serve as the area point person, previewing and answering questions from students with respect to procedures and policies in coordinating with the Dean of the School of Music. Acquire and maintain knowledge of School of Music courses, major and minor requirements, course schedules, rotations, and other areas related to all music degrees.
- Refer advanced questions (e.g. advising, recital scheduling, etc.) to appropriate faculty member or Dean of the School of Music.
- Assist the School of Music in bi-weekly faculty meetings, preparation of printed program templates and the SPS program, ordering supplies.
- Maintain proper documentation of School of Music faculty meetings and other School of Music related documents (e.g. NASM accreditation, HEADS report, major purchase receipts, etc.) in the appropriate folders in the o: drive, SharePoint, and/or hard copy folders in the music office.
- Collect electronic copies of syllabi for departmental and academic dean's files also uploading such files to the appropriate o: drive folder and SharePoint.
- Coordinate and maintain student recital attendance records. Notify students of attendance deficiencies.
- Coordinate jury schedule around final exam schedules for both students and faculty. Collect repertoire sheets and prep faculty jury folders.

- Submit quarterly copies of programs to performance rights organizations (ASCAP, BMI, SESAC).
- Coordinate GSoM event calendar in conjunction with ensemble directors and update Houghton Hub and other public-facing calendars with concert and special event information.
- In partnership with the Dean of the School of Music and the Associate Director, coordinate Artist Series events for artists that have already been booked: travel, housing, etc.
- Responsible for reservations of rooms in both Wesley Chapel and CFA.
- Maintain and coordinate the Dean's weekly schedule.

SUCCESS PROFILE:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- Professional demeanor with the ability to create an atmosphere that is professional, yet warmly welcoming to current students and faculty, external visitors, prospective students and their families, recruiters, contractors, vendors, and review boards.
- High degree of follow-through and project management.
- Excellent communication skills, both written and oral.
- Superb organizational skills and ability to multi-task.
- Ability to effectively communicate across departments, with faculty, staff, administrators, campus organizations, and outside organizations at all levels.
- Ability to work independently using sound judgement and decision making.
- Ability to work efficiently in an environment that includes numerous interruptions by telephone or from walk-in inquirers. Ability to accept, manage, and overcome sustained pressure at peak times.
- Ability to be a true, supportive team member who can effectively navigate and calmly embrace a wide range of artistic temperaments, normally present in both faculty and students.

MINIMUM REQUIREMENTS:

- Bachelor's degree
- Managerial experience or experience in a professional office setting preferred
- Competent proficiency in the use of Microsoft Office Suite, including Word, Excel, Access, and PowerPoint; experience with Google docs and Google sheets is helpful
- Ability to learn and properly use campus administrative computer systems including Ad Astra, Student Self-Service, PowerCampus, Slate, Campus Groups, and SharePoint.
- Acquire familiarity with video conferencing tools (e.g., Zoom and Teams).
- Excellent verbal and written communication skills; possess accomplished keyboard skills.
- Physical requirements are those typical to an office setting. Ability to lift up to 20 pounds; ability to do sedentary work (consistent with office environment), occasionally sitting for extended periods of time. There is some need to be able to navigate stairs.
- Willingness to arrange personal schedule to ensure punctuality, coverage at peak times in the office, and, as much as possible, reserving vacation times when office or operations support is least needed.
- Ability to handle sensitive information/documents in a strictly confidential manner.

**Houghton University is fully committed to a culturally diverse faculty, staff and student body.
Successful candidates will evidence similar commitments.**

Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.