



Music Secretary/Music Admissions Coordinator

Department: Music

Location: Erie

Reports To: Department Chair - Music

Full/Part Time: Part Time

Classification: Staff

Closes: Open until Filled

SUMMARY

The Music Secretary/Music Admissions Coordinator position is responsible for providing secretarial/administrative support and music admissions coordinating/recruiting for the Music Department. Will also provide support for faculty and must be flexible to perform other duties as assigned. There are four primary areas of management and oversight:

- 1. MARKETING: Department-directed marketing coordinated with the Admissions Office**
 - Development, maintenance, and usage of master database of recruiting high schools (addresses, teachers, and private instructors) and prospective students
 - Annual and periodic mailings and email marketing to targeted segments of database
 - Design and development of marketing print and e-based materials

- 2. RECRUITING: In-person recruiting**
 - Marketing, management, and event planning for 5+ annual audition days
 - Development, planning and marketing of targeted recruiting events within the department, such as Piano Day, District Audition Preparation Day, Ensemble Information Party, Open Houses, Summer Orientation Days, etc.
 - Attendance at music festivals and events throughout the academic year, such as PMEA and NYSSMA state conferences)
 - Event planning and management of student visits and high school visit days, coordinate meetings and lessons for prospective students with faculty

- 3. STUDENT STAFF MANAGEMENT:**
 - Recruit, hire and oversee approximately 20 part-time students and work study students in the following positions:
 - i. Production Crew (livestream tech crew, stage management, ushering, as well as video, photography, and ancillary print materials archiving
 - ii. Social media staff (daily postings for Facebook and Instagram)

- iii. Department assistants (music lab monitors, assistants for faculty and department)
- iv. Music ensemble librarians (head librarian with assistants)
- Plan staffing for production of performances for the wind and jazz ensembles, choirs, and orchestra as well as faculty recitals, guest artist performances, and student recitals
- Approve paid hours and manage student staff budget

4. DEPARTMENT ADMINISTRATION

- Finance expense tracking, such as management of financial forms and submission process, transactions ledger, reconciliation with General ledger, preparation of monthly budget reports and credit card reports
- Purchasing
- Creation of posters and programs for events
- Management of student and faculty records
- Management of adjunct faculty payroll and various other contracts and payments
- Scheduling building space for practices, classes, lessons, etc.
- General secretarial duties including typing, word processing, ordering of supplies, electronic filing, communicating promptly through phone and email
- Distribute and track student locker/key assignments as well as faculty keys
- Various other administrative responsibilities, as assigned by the department chair

EDUCATION AND EXPERIENCE

High school diploma or equivalent required; college degree preferred; 5+ years of extensive multi-task administrative office experience; demonstrate creative problem-solving techniques and flexibility in the workplace or equivalent combination of education and experience.

Proficiency in Microsoft Outlook, Word and Excel is required.

KNOWLEDGE, SKILLS AND ABILITIES

- The Music Secretary/Music Admissions Coordinator is a vital member of the Music Department and must be customer-service oriented as well as a team player within the Music Department.
- The Music Secretary/Music Admissions Coordinator must have good organizational skills, have dexterity with numbers; possess the ability to multi-task; and have attention to detail.
- Must present themselves in a professional manner, as well as possess good communication and interpersonal skills.
- Ability to communicate effectively both orally and in writing.

- Ability to make administrative/procedural decisions, problem solving ability.
- Ability to gather data, compile information and prepare reports.
- Demonstrated proficiency with PC's and associated software (Microsoft Outlook, Word, Excel, PowerPoint, or other packages required by the Supervisor).
- Experience in or ability to learn design software Canva
- Experience in or ability to learn digital marketing software Constant Contact
- Experience in or ability to learn Adobe software

WORK CONDITIONS

- Operates in a climate-controlled office with no exposure to environmental or work hazards.
- Walking, reaching, bending, manual dexterity, good vision and hearing and ability to lift approximately 10 pounds.

Special Requirements

- Subject to a criminal background check prior to employment.

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Candidates must be eligible to work in the United States.