



Position Title: Part-Time Staff Associate - NWSA
Reports To: Dean, Music
Department: Music
Prepared By/Date: Jennifer Brito/6-15-2010
Approved By/Date: James Gasior/04-09-2012
Revised: Donna French/04-09-2012

Job Code: 8311
Job Group: Class-R
Salary Grade: CT
FLSA Status: Exempt

Summary:

The Part-Time Staff Associate of the New World School of the Arts (NWSA) assists the Dean of Music and supports the entire department to accomplish administrative duties and responsibilities of the Music Division.

Essential Duties and Responsibilities:

- Coordinates college class scheduling, upper and lower divisions
- Performs college student advisement, registration and class roll administration
- Maintains college degree audit and graduation progress monitoring
- Maintains faculty ASTRA assignments
- Monitors college and high school grade reporting
- Maintains high school class rolls, registration and dual enrollment
- Maintains high school progress reports
- Performs application processing, audition scheduling and audition process
- Assists with administration of grants and special programs
- Assists with recruitment activities
- Coordinates college junior and senior recital activities
- Oversees student assistants
- Maintains accurate files and records of faculty and students
- Assists in coordination and execution of special events including concerts, master classes and guest artist visits
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Extensive computer skills (Microsoft Office including word processing and spreadsheets and other appropriate software)
- Ability to organize, coordinate and facilitate multiple tasks in a creative and effective manner
- Excellent interpersonal and communication skills (Written and Verbal)
- Flexibility to work evening or weekend assignments for special events
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree from a regionally accredited institution and three (3) years of related experience in office administration, education and arts training or music/arts related field

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name