WESTMONT COLLEGE

Secretary - Music Department
40 hours/week, 11 months/year

Position Summary: Provide management, reception and secretarial support for events and faculty members in the Music Department.

Qualifications: Requires a High School graduate or equivalent with 2 - 3 years of secretarial experience; excellent computer skills (Microsoft Word, Excel, Quicken); excellent organization and interpersonal skills; the ability to manage the numerous details of an active department. A background in or knowledge of classical music traditions is highly desired.

Responsibilities:
- Secretarial duties including data entry, appointment scheduling, office and telephone reception and maintenance of archives and department files.
- Campus scheduling for special groups, adjunct faculty members, student recording projects
- Oversee all mailings for departmental business, including those related to publicity, recruitment, and general correspondence.
- Update and maintain faculty calendars with season’s events.
- Compile exam data for grading.
- Availability for proctoring exams.
- Process check requests and faculty stipends.
- Coordinate and track department purchasing and bookkeeping.
- Coordinate registration for Applied Music courses, assisting in the assigning of students to appropriate sections.
- Coordinate tour arrangements for choral and instrumental music groups.
- Recruitment calls to prospective students.
- Coordinate auditions of prospective students.
- Coordinate scholarships of prospective and continuing students.
- Coordinate various donor groups and fundraising activities.
- Coordinate with Adjunct Instructors to distribute and collect contracts, set-up orientation meetings, collect signed class rosters, initiate payment for special contracts, and reserve practice rooms.
- Coordinate the work of other Department administrative staff.
- Hire and supervise student workers.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty, students, and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping supervisors and others who may be affected informed about work progress; addressing problems willingly
and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

- Other duties as assigned.

**Reports to:** Music Department Chair