



Wingate University
Open Position Description
Administrative Assistant, Music Department

Position Title: Administrative Assistant, Music Department

Location: Wingate Main Campus

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

Position Summary: The Administrative Assistant provides administrative support for the Chair of the Department of Music and assists in overseeing the operations of the Music Department.

Duties and Responsibilities

- Receive telephone calls and take messages for music faculty.
- Greet Guests and prospective students, receptionist duties.
- Chair of Music Department- assist as needed with projects and overall running of department.
- Music Faculty- assist full-time music faculty with various needs.
- Adjuncts- assist with scheduling room assignments for studio lessons/ensembles according to student and adjunct schedules, assist with WinLink grade input, Académós, payroll/contract issues, parking issues, etc.
- Music Majors- assist students with needs/questions.
- Student Assistants- manage 10 – 15 student assistants per year .
- Wingate University Music Press- process orders, photocopy music, invoice and prepare FedEx shipments, record payments, provide report once a year
- Mailing of Music Scholarship posters to approximately 500 High Schools in North Carolina
- Recital & Concert Lab- prepare the lab calendar for distribution with the syllabus at the beginning of the semester overseeing students taking attendance and updating attendance spreadsheet throughout each semester to report to Dr. Potter at the end of the semester.
- All-Carolina Select Choir Festival- annual event for approximately 600 students; registration and planning.
- Middle School Choral Festival- annual event registration and planning.
- Assessment administration- manage data for Pre- and Post-tests.

- EMS (Event Management Systems)- Administrator overall Music Department rooms. Receive and process requests for usage by department and across campus. Field inquiries regarding availability of space including the Recital Hall, McGee Theater, and Austin Auditorium as well as the Music Department rooms.
- Budget Process Business Office forms – keeping copies for our records, i.e. Travel Expense Vouchers - making sure all receipts are present and acceptable, Pro Forma Invoices - securing W-9 forms for all new vendors.
- Equipment Maintenance and Repair- Responsible for 33 pianos, one electric piano, one organ and one harpsichord. Coordinate tuning of all pianos at the beginning of each semester plus tunings as needed through the year scheduling around events in the halls or classrooms. Coordinate tuning of organ in Austin Auditorium which requires a list of items to request prior to the tuner coming. Also has to be scheduled around events and organ lessons in Austin Auditorium. Coordinate moving pianos as needed scheduling a team of students working around their class schedules and moving them back after the event. The harpsichord also involves scheduling a trained team of students around their schedules to pack the delicate instrument up, where it resides in Hinson Art Museum, transport it to the venue where it will be played and return to Hinson as soon as possible after program. Rental of pianos involves coordinating schedules to receive delivery of piano as well as tuning and pick up of the instrument as soon as possible after the event all of which usually involves very tight delivery schedules.
- Music Academy Program- oversee all aspects of the program; creating the brochure and mailing twice a year, accepting registration fees and payments, writing receipts and processing through the Business Office. Keeping records of all payments and number of lessons. Send in payroll report to Amanda Smith and Annette McCoy at the end of the semester so the academy faculty will be paid. Coordinating use of the Recital Hall and preparing the program for a recital in the Spring (usually February).
- Faculty Schedules- collect schedules to send to the Provost's office and maintain a file in my office.
- Music Exit Exam- coordinate time, place, and prepare exams for seniors. Send results to assessment.
- Music Scholarship Auditions- assist with name tags, make new files for students for four dates a year in the Spring.
- Honors Chorus Recruitment Letters- mail-merge and print letters/envelopes and mail in mid Fall.
- Awards - type up certificates and have plates engraved for awards plaques in hallway, order awards for recipients from Amazon.com for up to 6 students per year, update Awards.
- Liason to the Batte Center Staff regarding reservations, use of rooms (i.e. for outside groups, camps wishing to use space in the Music Department).

Qualifications and Skills

- Baccalaureate Degree, preferable in field related to administrative or academic administration, but will consider documented experiential qualifications with ability to perform or master the above duties and responsibilities in lieu of a Baccalaureate degree.
- 2 – 3 years of relevant experience.
- Working knowledge of MS Office Suite (Word, Excel, PowerPoint, Access, Publisher) working knowledge of Google Workspace, strong organizational planning skills, excellent verbal and written communication skills, ability to maintain confidentiality required.
- Other required attributes: time management, ability to prioritize, ability to multitask, detail-oriented, resilient, flexible, and the ability to work with multiple ages and personalities.

To apply, submit the following to **Human Resources** at careers@wingate.edu:

- 1) letter of interest, 2) resume, and 3) contact information for three references.

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.