ADMINISTRATIVE ASSISTANT RESPONSIBILITIES  
August 2016

Dorothy Michalski
- Faculty hiring & contracts
- Staff hiring & contracts, including piano technician and Sears manager
- PAF preparations & adjustments
- Personnel benefits, parking, & card access
- Faculty files
- Faculty professional travel
- Faculty searches – administrative support
- Submit and monitor key requests
- Oversee and maintain the Chair’s calendar
- Finance
  - Purchase order preparation
  - Check requests
  - Campus requisitions
  - P-card use and account reconciliation
  - Cash transfers & cash and check remittances
  - Monitor telephone bills
  - Prepare fee and honoraria check requests for all guest speakers, artists-in-residence, adjudicators, etc...
  - Oversee petty cash account & Flyer Card (2) balances
  - Travel accounting and reimbursements
- Oversee certificates and plaques for student & faculty awards
- Write donation ‘thank-you’ letters
- Assume responsibility during June and July for work of other administrative assistants who are not on contract in those months

Susan Newcomb
- Manage all aspects of budget records, including tracking; maintain filing system for sub-accounts; provide individual sub-account managers with ongoing information about account balances
- Calendar maintenance
  - Print out CCPD meeting agendas, minutes, and other documents needed for administrative meetings, including hand-outs
  - Department fall & spring calendars – list regular events & student recitals; send to Dr. Magnuson for inclusion in handbook; coordinate semester arts brochure content with Adrienne Niess Ausdenmoore at ArtStreet, Karen Solarek, and the Department Chair
- Ohio Music Education Association annual conference in Cincinnati, Cleveland, or Columbus (rotating locations) – annual exhibit, alumni reception
- Location, hospitality arrangements, and invitations for department-sponsored special events (ie...senior dinner)
• Faculty meeting & retreat minutes, including distribution to faculty & Dean’s office of edited and approved copies
• Student group travel bookings (does not include preparing travel forms)
• Travel bookings (hotel, cars, restaurant reservations, etc...) for visiting artists or position search finalists
• Instrument & equipment inventories – winds, brass, percussion, strings, and pianos; instrument assignments for students and faculty; locker assignments for student-owned and department-owned instruments
  o Generate all instrument inventory in April and May for instructors in each applied area to check instruments for repair or replacement needs prior to sending to Hauer Music Company
  o Oversee instrument check-out and check-in processes for all ensembles
  o Oversee storage locker assignments and lock distribution for all students
• Oversee accounts related to uniform purchases, including Chorale dresses, POD & Pep Band uniforms, Choral Union concert tops & EHS concert dress
• Create & maintain a database of members in all vocal and instrumental ensembles; update each semester
• Athletic Bands and Marching Band Camp
  o Work with uniform Chair in May to order leadership tees for use at Band Camp
  o Generate a POD spread sheet of students who plan to join the ensemble and to attend camp
  o Order food & beverages for parents’ luncheon at start of band camp (usually over 200 people); returning POD students host event
  o Provide Evan Taylor in 1-card office with names of students needing facility access on Marching Band Camp arrival days
  o Order POD and Pep Band uniforms; leave vendor information with Dorothy Michalski to ensure that uniform pieces that need to be ordered over the summer prior to your August return are ordered
  o Marching Band banquet arrangements – date and location to be provided by POD Director
  o Coordinate with Percussion faculty member the mailing of drumline placement audition material for incoming POD students
• Hauer Music Company supply ordering and instrument repair arrangements

Michelle Baldygo
• Classroom & other space schedules
• Sears Recital Hall bookings & approvals through Ad Astra (Jeanie’s name should be first on contact list)
• Collect faculty course syllabi & CV’s/resumes & maintain electronic and hard copy files; store electronic copies in separate folders for each item category
• Submit cleaning and maintenance work orders
• Organize semester evaluations of teaching (SET)
• Work with the Chair to prepare and finalize semester course composites
• Assist the Chair with semester DCI reports
• Prepare semester ensemble reports and other data reports
• Oversee student hiring process and supervision of student office workers and student workers in Sears
• Oversee supply orders & office equipment; monitor copy machine usage
• Maintain student & adviser lists and faculty directory information
• Oversee faculty textbook orders
• Prepare audition results and music talent award letters; track student adherence to talent award requirements and notify Chair and Scholarship Chair when questions arise
• Monitor course enrollment for Chair & notify registrar of changes
• Update each fall in the Music Handbook the “Where to go for Answers” page and send latest version to Dr. Magnuson

Karen Solarek
• Assist Admissions Coordinator and Scholarship Chair
• Organize recruitment fair bookings & faculty representative assignments
• Communication link with faculty and prospective students
  o Admissions & audition status reports
  o Admissions office contacts
  o Marketing section of Enrollment Management
• Student recruiters co-supervisor
• Organization of audition days & mid-week auditions
• Create & update prospective student files
• Participate on Student Development Committee & Recruitment/Audition Sub-Committee meetings when asked to do so; attend full faculty meetings when requested
• Manage Department advertising in consultation with the Chair – recruitment, promotional, etc...
• Coordinate Department web site updates – photos & information; link to Katie Timko, web manager
• Organize twice yearly on-line issues of the Descant with music faculty & UD Marketing
• Prepare & present ongoing recruitment data reports
• Coordinate with all ensemble directors names from Enrollment Management and information gathered during personal student visits to campus of lst year students interested in music degree programs and/or ensemble participation, particularly Marching Band
• Summer administrative fill-in as needed

(Updated 7/20/16)