ADMINISTRATIVE ASSISTANT RESPONSIBILITIES
August 2018

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
- Runway invoice processing
- 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 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 (On contract August 1 through May 31)
- 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
  - Department fall & spring calendars – list regular events & student recitals
- 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...faculty retreats (Fall & Spring), DoM Convocation, DoM Holiday luncheon, last class day Friday Recital, Celebration of Arts celebratory luncheon, 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 Inventories – instrument assignments for students and faculty; locker assignments for department-owned instruments
  • 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
  • Oversee instrument check-out and check-in processes for all ensembles
  • Oversee storage locker assignments for all students (this document is kept on the student worker computer)
  • Hauer Music supply ordering and instrument repair arrangements and invoicing

• Athletic Bands and Marching Band Camp
  • Work with uniform Chair in May to order leadership tees for use at Band Camp
  • Order food & beverages for parents’ luncheon at start of band camp (usually over 200 people); returning POD students host event
  • Provide One Card office with names and ID numbers of students needing facility access on Marching Band Camp arrival days
  • Order POD and Pep Band uniforms
  • Marching Band banquet arrangements – date and location to be provided by POD Director
  • Order food and beverages for POD Picnic in Spring

Michelle Baldygo  (On contract August 16 through May 15)
• Classroom & other space schedules
• Sears Recital Hall bookings & approvals through Ad Astra
• Collect faculty course syllabi & CVs/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
• Oversee supply orders & office equipment; monitor copy machine usage
• Create & update student files
• Maintain student & adviser lists
• 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
• Create & update student files
• 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. Rush
Karen Solarek  (Part time -- generally Mon. - Thurs. mornings)

• Assist Admissions Coordinator and Scholarship Chair
• Organize recruitment fair bookings & faculty representative assignments
• Communication link with faculty and prospective students
  • Admissions & audition status reports
  • Admissions office contacts
  • Marketing section of Enrollment Management
• Student recruiters co-supervisor
• Organization of audition days & mid-week auditions
• Create & update prospective student files
• Participate on Recruitment and Retention Committee & the 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 CAS web manager
• 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 September 2018)