AUBURN
Human Resources

Admstr, Music Department

Job Description

JOB INFORMATION

Job Code	CA82
Job Description Title	Admstr, Music Department
Pay Grade	AS10
Range Minimum	$46,450
33rd %	$55,740
Range Midpoint	$60,380
67th %	$65,030
Range Maximum	$74,320
Exemption Status	Exempt
Approved Date:	2/26/2025 10:32:11 AM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

Oversees the budgeting and administrative functions for the Department of Music, Lucky Man Studio operations, including a combination of management of human resources, purchasing, complex events/meetings or projects, and management of budgetary and financial functions.

RESPONSIBILITIES

- Produces collection reports for all sources of income (marketplace, ticketing software, etc.) for the Department of Music and Lucky Man Studio within the department, and the Department of Theatre & Dance.
- Oversees the financial affairs of the Department of Music's Lucky Man Recording Studio (LMS), processes PSC's, honorariums, DEC's, buying of equipment and classroom, office supplies, OIT Vendor vetting, and maintains the LMS budget and Department budget to include budget reports with the Chief Recording Engineer and Department Chair.
- Oversees the entire lifecycle of personalized invoices, contracts, and agreements between the department's Lucky Man Studio and external and internal clients.
- Coordinates yearly financial and human resource data for departmental accreditation (National Association of Schools of Music).
- Oversees revenue and expenditures for the Music department outreach programs.
- Prepares Electronic Personnel Forms (EPAFS) for adding jobs (faculty, staff, students), terming jobs, updating supervisors, etc. To include Summer Hiring Chart and adding faculty to chart and prepares and submits all HR forms for payment and hiring: Prov200's, UPO10's, HR12's, PSC's, and IC99's.
- Reviews monthly, semi-monthly, and biweekly payroll time comparison reports and signs and uploads to the College of Liberal Arts shared box for the department.
- Creates and sends part-time and full-time faculty contracts on a semesterly and yearly basis, including posting jobs, and coordinating with departmental onboarding for new hires.
- Creates and enforces policies and procedures relevant to the department's finances and human resources issues.
- Oversees hospitality for departmental events (August faculty meeting, student award ceremonies, etc.).
- Coordinates Music outreach summer camps to include registering events in the campus event planning system, ensuring youth protection compliance, and insurance, facility, and rental agreements.
- Records semi-monthly faculty meeting minutes and uploads to the faculty resource box.
- Creates and purchases departmental SWAG items for conferences, prospective student giveaways, and misc. guest to the department.
- Supervises the department's part-time Marketing and Communications Specialist.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	with no specific discipline is required.	and	4 years of	experience in administrative and financial support services.	
High School Diploma or GED	or equivalent	and	8 years of	experience in administrative and financial support services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of rules and regulations related to human resource administration, budgeting policies and practices, and contract and grants administration.	
Strong organization and time management skills.	
Attention to detail, self-management, and ability to effectively prioritize workload and tasks.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.