

**Eastman School of Music
University of Rochester**

POSITION DESCRIPTION

Department: Institute for Music Leadership
Job Classification: Office Assistant I
Functional Title: IML Student Assistant

GENERAL PURPOSE

With minimum supervision will perform routine and non-routine clerical duties for the Institute for Music Leadership (IML). This person will support the daily functioning of the Institute in various capacities.

SPECIFIC RESPONSIBILITIES

Duties vary based on the skills of the student and may range from data-entry to customer service to communications. Specific responsibilities may include:

- Data entry, especially with the Employment Opportunities listing and other office resources
- Interaction with various students, alumni, faculty, and staff, especially in regards to the services of the Institute for Music Leadership, including, but not limited to the Office of Alumni Relations, the Office of Careers and Professional Development, IML certificate programs and Polyphonic.org
- Handling confidential information
- Event preparation and support
- Basic research
- Filing, copying, mailing preparation
- Basic web updates
- Assistance with errands
- Covering for receptionist

REQUIREMENTS

The ideal candidate for this position is organized, detail-oriented, and works well with others. Data processing abilities and familiarity with computers are essential. A music background is preferred. Data entry experience and familiarity with Microsoft Excel, Access, and web applications a plus.

REPORTING

This position will report directly to the Coordinator of the Office of Careers and Professional Development.

Job Number: 5844
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