NORTHERN ARIZONA UNIVERSITY
School of Music

Administrative Associate (Choral Studies)
Duties and Responsibilities

The Administrative Associate reports to the Director of the Choral Studies.

DUTIES
- Budget manager
- Processing day to day purchasing and payroll transactions
- Holiday Dinner Coordinator
- Jazz/Madrigal Festival Coordinator
- Oversees all on- and off-campus concerts, tours, and choral events
- Recruitment, audition, and scholarship management
- Publicity and concert program construction
- Supervise student workers
- General office management
- Order and oversee choral studies concert apparel
- Support graduate assistants with administrative aspects of the choral library
- Other duties as assigned by the Director of Choral Studies

KNOWLEDGE, SKILLS, AND ABILITIES
- Strong organizational abilities
- Knowledge and skill in accounting and budgeting procedures and techniques
- Skill in the use of PC computers and software
- Ability to solve problems and make decisions
- Ability to effectively communicate
- Ability to work effectively with people from a variety of culturally diverse backgrounds

July 28, 2009; revised January 6, 2016
QUALIFICATIONS

Minimum Qualifications:

- Bachelor’s degree in Business or field pertinent to the School of Music AND one year of directly related administrative experience; OR,
- Five years of directly related administrative experience; OR,
- Any equivalent combination of experience, training, and/or education

Preferred Qualifications:

- Experience with PeopleSoft Employee Management (LOUIE) and PeopleSoft Financial software
- Familiarity with Microsoft Office software (especially Word, Excel, and Outlook) as well as Sharepoint
- Experience in employee supervision and scheduling
- Experience working in a university setting