

## INFORMATION

<b>Job Title</b>	<i>Administrative Assistant</i>	<b>EEOC Job Classification</b>	Administrative Support
		<b>FLSA Classification</b>	Non-exempt
<b>Department</b>	School of Music	<b>W/C Classification</b>	8810 - Clerical
<b>Reports To</b>	Administrative Manager	<b>Compensation</b>	\$17.00 per hour \$18.00 per hour \$19.00 per hour \$20.00 per hour \$21.00 per hour \$22.00 per hour \$23.00 per hour \$24.00 per hour \$25.00 per hour \$26.00 per hour \$27.00 per hour \$28.00 per hour \$29.00 per hour \$30.00 per hour \$31.00 per hour \$32.00 per hour \$33.00 per hour \$34.00 per hour \$35.00 per hour \$36.00 per hour \$37.00 per hour \$38.00 per hour \$39.00 per hour \$40.00 per hour \$41.00 per hour \$42.00 per hour \$43.00 per hour \$44.00 per hour \$45.00 per hour \$46.00 per hour \$47.00 per hour \$48.00 per hour \$49.00 per hour \$50.00 per hour \$51.00 per hour \$52.00 per hour \$53.00 per hour \$54.00 per hour \$55.00 per hour \$56.00 per hour \$57.00 per hour \$58.00 per hour \$59.00 per hour \$60.00 per hour \$61.00 per hour \$62.00 per hour \$63.00 per hour \$64.00 per hour \$65.00 per hour \$66.00 per hour \$67.00 per hour \$68.00 per hour \$69.00 per hour \$70.00 per hour \$71.00 per hour \$72.00 per hour \$73.00 per hour \$74.00 per hour \$75.00 per hour \$76.00 per hour \$77.00 per hour \$78.00 per hour \$79.00 per hour \$80.00 per hour \$81.00 per hour \$82.00 per hour \$83.00 per hour \$84.00 per hour \$85.00 per hour \$86.00 per hour \$87.00 per hour \$88.00 per hour \$89.00 per hour \$90.00 per hour \$91.00 per hour \$92.00 per hour \$93.00 per hour \$94.00 per hour \$95.00 per hour \$96.00 per hour \$97.00 per hour \$98.00 per hour \$99.00 per hour \$100.00 per hour

- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Ability to communicate effectively, both orally and in writing; strong writing skills needed for social media posts and other department communication.
- Strong organizational and interpersonal skills
- Detail-oriented, strong time management and highly organized.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.