BASIC JOB DESCRIPTION: Under the supervision of the Administrative Assistant to the School of Music, the Clerical Assistant will act as the front office representative for the School of Music. Supporting the administrative staff to maintain all front office operations, and coordination of communications with relevant offices and staff.

QUALIFICATIONS: High school diploma, GED, or equivalent certificate of competency, though bachelor’s degree preferred; four (4) years of experience in responsible administrative support, or an equivalent combination of training and experience; thorough knowledge of Microsoft Word, Excel & other software used in the office; familiarity with PC and Mac platforms; ability to communicate clearly and effectively in writing and oral communication in the English language; ability to follow complex written and oral directions; capability to process a large volume of detail work and correspondence; ability to work reliably and accurately without a great deal of supervision; ability to exercise mature judgment and make independent decisions in accordance with established policies and procedures.

ESSENTIAL JOB FUNCTIONS: The Clerical Assistant is required to maintain all front office operations; Maintain database of music alumni including graduate statistics; Prepare all concert/recital programs; Process all ticket sales including orders/donations for Concert Series cards, special concerts, Friends of Music and other donations to the SOM; Maintain student files; Work with Marketing and Media for concert calendar and SOM newsletter; Provide student support and advocacy; Assist faculty with administrative support; Interface with other staff for maximum support; Other duties as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; possible hours outside the normal University schedule.

TO APPLY: Please send resume with salary history and three professional references to: Office of Human Resources, 421 N. Woodland Blvd, Unit 8327, DeLand, FL 32720. FAX: (386) 822-7562. Complete application available online. Email a cover letter, current resume, and information for least three professional references to humres@stetson.edu Review of candidates will begin immediately and continue until the positions filled.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.