



Corban University
Position Description

Administrative Assistant – Performing Arts

DEPARTMENT: Music Department
REPORTS TO: Chair of the Music Department
SUPERVISES: Student Workers
FLSA STATUS: Full Time/Non-Exempt
WAGE & BENEFITS: \$11-\$13/Hour; Full Benefits Included
POSTING DATES: Open Until Filled
REVISED: November 2014

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Administrative Assistant – Performing Arts position provides administrative support for the Music and Theatre Departments through secretarial tasks, administrative oversight and the completing of specified projects.

ESSENTIAL FUNCTIONS:

- Manage the Music Department budget and track orders, invoices and payments
- Coordinate and manage the Music and Theatre Arts Departments' events and calendars
- Facilitate coordination with technical support staff for events
- Facilitate communication within the departments
- Create / coordinate/oversee department publicity and bulk mailings
- Assist in recruiting of new music students and scheduling of scholarship auditions
- Assist the Music Department Chair in serving current student needs
- Assist the Theatre Arts Director as directed (average of 10 hours/week)
- Manage student workers
- Perform additional duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong written and verbal communication skills
- Strong interpersonal and teamwork skills
- Strong leadership, office and time management skills with demonstrated administrative experience
- Excellent computer skills and experience with Outlook, WORD, PowerPoint, Publisher and EXCEL
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to anticipate needs and be a self-starter
- Ability to respond to common inquiries or problem-solve



- Ability to present information effectively to public and/or on-campus groups

QUALIFICATIONS AND REQUIREMENTS:

- Associates Degree or minimum of 2 years office administration experience. Earned bachelor's degree preferred
- Experience in dealing effectively with people in scheduling, budgeting, and advising
- Experience in organizing events
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally

WORKING CONDITIONS:

- Traditional office environment
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, age, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church.

Application process on following page

To Apply

Interested candidates please submit the following:

- A cover letter of expressed interest
- Resume
- At least three professional references
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu/employment)

After review and screening process, applicants may be requested to submit the following:

- College transcripts (unofficial copies acceptable during application process) and confirmation of degree level
- Background check

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316