

## GRADUATE ASSISTANT

**POSITION:** Music Inventory Supervisor/ Collaborative Pianist

**SUPERVISING DEPARTMENT:** Music

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University.
- Ability to work independently with little supervision; be conscientious and reliable, with an aptitude for creative problem solving; and obtain an attitude of mutual respect and collegiality
- Capable of using associated audio production technological tools.

### **PREFERRED QUALIFICATIONS:**

- 1) Able to work independently.
- 2) Conscientious, patient, and reliable.
- 3) Experience using Microsoft Excel and/or Apple Numbers
- 4) Ability to set priorities and manage multiple activities.

*\*\* Acceptance into a WOU full -time, approved graduate student program is a condition of employment. The following documents are required prior to hire: Unofficial copy of currently enrolled WOU courses and Copy of the completed GTA Approval Request form.*

Re-appointment must be determined upon continuous enrollment in the graduate program, performance evaluation, as well as student academic standing.

### **DUTIES AND RESPONSIBILITIES:**

- Manage musical instrument inventory, ensuring that all departmental instruments available for check out are accounted for and stored in their designated location
- Manage organization of various sheet music libraries within the music department
- Coordinate instrument check-outs and returns with music office
- Serve as accompanist (as requested by instructors) to WOU music students in private lessons, juries, rehearsals, and performances
- Serve as accompanist (as requested by instructors) to WOU music ensembles
- Other duties assigned as needed

### **HOURS:**

Typically the Graduate Assistant is expected to work 19.6 hours per week (.49 FTE).