

GRADUATE ASSOCIATE JOB DESCRIPTION
Dance Notation Bureau Extension Office Assistant

Supervisor: Sheila Marion

Description:

1. Prepares correspondence, wraps and mails packages.
2. Writes, corrects, and distributes minutes of Extension meetings.
3. Makes additions, corrections, and deletions to Extension Mailing List.
4. Keeps track of and orders supplies.
5. Facilitates Summer Workshop by preparing flyer, coordinating housing and parking, receiving applications, etc.).
6. Maintains Extension Library by filing used materials, cataloging new materials, and cleaning up files and rearranging.
7. Maintains Extension Bulletin Board by preparing exhibits to draw attention to what is happening in the notation field.
8. Tutors students in notation as the need arises.
9. Checks out library materials.
10. Updates notation material.
11. Assists with research projects (i.e., reading and checking scores).
12. Prepares or supervises bulk mailing.
13. Copies scores, music, videos.
14. Performs other assigned duties as needed.