

## UNIVERSITY OF MARYLAND SCHOOL OF MUSIC

**NOTICE OF STAFF VACANCY IN STUDENT SERVICES:** Beginning July 2018

**POSITION:** Student Services Coordinator

**SALARY:** High 40's, commensurate with training and experience

**RESPONSIBILITIES:** The Student Services Coordinator will work with the School of Music's Enrollment Services team to oversee a comprehensive student services program for more than 400 music students pursuing both undergraduate and graduate degrees. The position coordinates all aspects of the degree programs for music majors and minors; serves as the chief informational liaison with the Graduate School, the Bursar, the Registrar, and the College of Arts and Humanities. The position also assists with advising graduate students. The position is also part of the admissions team, occasionally representing the School of Music at recruitment fairs, assisting with and leading tours and orientations, and assisting with auditions and other recruitment events. The position may require a moderate amount of regional and national travel. Specific duties include:

- Communicating curricular policies and procedures to students and faculty
- Coordinate the graduate course schedule
- Serve as a resource for graduate faculty advisors
- Track graduate student degree progress
- Maintain student academic and placement records
- Maintain and moderate student email lists
- Assist the admissions team as needed

**QUALIFICATIONS:** Bachelor's degree required, preferably in music or arts administration. Coursework in music highly desirable.

Minimum qualifications: Two years of experience in an academic and/or arts-related environment. Ability to communicate clearly (in both written and spoken form) with students, parents and faculty; strong organizational skills; ability to prioritize competing demands; ability to work well with faculty and staff; computer skills required in database management, reporting, and mail merges.

Preferred qualifications: knowledge of music performance and literature.

**APPLICATION PROCEDURE:** For best consideration, please apply by **May 25, 2018**. Review of submissions begins on that date and continues until a successful candidate is named. Please do not send publications, letters of reference, or other materials at this time.

ALL APPLICATIONS MUST BE SUBMITTED ONLINE, at <https://ejobs.umd.edu>; click on STAFF and look for **position #104305**. Applications consist of a cover letter, resume, and at least three names of references with contact information, including mailing address, telephone(s), and email address.

**SCHOOL OF MUSIC:** The School of Music is a comprehensive arts institution housed in the Clarice Smith Performing Arts Center, a state-of-the-art complex with six performance venues, classrooms, and the Michelle Smith Performing Arts Library. It houses the two orchestras, three wind ensembles, a large, dynamic and varied chamber music program, the National Orchestral Institute, and other ensembles. The School of Music offers B.A., B.M., M.M. and D.M.A. degrees. Located less than an hour from the center of the Nation's Capital, the University is linked by mass transit to the homes of two major orchestras

(National Symphony Orchestra and Baltimore Symphony) and numerous celebrated performance venues including the Kennedy Center, the Smithsonian Museums, the National Gallery, and the Corcoran and Kreeger Museums. World-class research facilities near the campus include the Library of Congress, the Smithsonian Institution (which also houses Smithsonian Folkways Records), the Folger Shakespeare Library, and the National Archives and National Archives II.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation. Minorities are encouraged to apply.

Links: <http://www.music.umd.edu>  
<http://theclarice.umd.edu/>