**Administrative Associate I**

The Rudi E. Scheidt School of Music at the University of Memphis seeks an experienced and team-oriented Administrative Associate I.

**Minimum Position Qualifications**  
Bachelor’s degree and two years of administrative office work experience. Relevant experience may substitute for the required education.

**Special Conditions**  
The initial screening of applicants will begin on May 23, 2022.  
Monday – Friday  
8:00 a.m. – 4:30 p.m.

**Work Schedule**  
Some work/travel beyond normal work schedule.

**Posting Date**  
05/10/2022

**Closing Date**  
06/06/2022

**Base Salary**  
$35,000 per year

**Full-Time/Part-Time**  
Full-Time: Benefits Eligible

- Corresponds with students, faculty, staff, alumni, and individuals and organizations in the community on behalf of the Director as needed.
- Drafts correspondence, memos, and presentations. Utilizes advanced software to format and generate a variety of materials. Gathers and collates materials for internal distribution and presentation and/or distribution to specified outside parties.
- Develops and manages archive and filing systems across all platforms (emails, computer files, and other software).
- Provides administrative support to the Director, including managing the calendar, managing meeting requests, assisting with operating procedures regarding promotion and tenure, surveys, committee assignments, etc., and communicating with faculty and staff when appropriate regarding deadlines.
- Assists the Director with correspondence dealing with issues and subject matter in ways that sometimes require considerable sensitivity, discretion, judgment, or negotiation.
- Collaborates with Marketing & Communications in the creation of executive-level communications and relevant updates to the website.
- Plan and coordinate special events and meetings as needed.
- Other duties as assigned.

Please visit [WORKFORUM](mailto:WORKFORUM) for a complete job description and directions on how to apply.

The Rudi E. Scheidt School of Music enjoys a proud 75-year history of producing successful and accomplished music professionals. The School’s immersive and forward-thinking curriculum
and broad community partnerships create unrivaled local and global opportunities for students
and faculty. Anchored in the culturally diverse and musically rich cosmopolitan city of
Memphis, the School’s inclusive program is designed to inspire, train, and launch sustainable
careers for tomorrow's musicians, scholars, and industry professionals. Instructing over 450
students in 26-degree areas, the School’s 70 full and part-time faculty are focused on student
success inside and outside the classroom. The Rudi E. Scheidt School of Music also
distinguishes itself as the only doctoral-granting music institution in Tennessee. With the
opening of the new Scheidt Family Performing Arts Center this fall, the School will solidify its
place as the most comprehensive school of music in the region. The 82,000 square foot Scheidt
Center boasts state-of-the-art facilities, providing access to instruments, musicians, and
technology beneficial to therapeutic studies. The Rudi E. Scheidt School of Music is fully
accredited by the National Association of Schools of Music and is housed in the College of
Communication and Fine Arts. www.memphis.edu/music