

MOUNT ALLISON UNIVERSITY

Position Posting

Position Title: Administrative Technician	Position # 1248
Department: Music	Classification: MASA Level 7
Supervisor's Title: Head, Music Department	Posting Date: April 17, 2014
Position Summary: <p>The Administrative Technician provides administrative and technical support for faculty, staff, and students in a busy academic department, and acts as liaison with outside organizations and constituencies. The Administrative Technician reports directly to the Department Head and works collegially with the Departmental Administrative Assistant. Duties are varied and include both clerical and financial work as well as technical assistance with Department instruments, equipment, and recording technology. The Administrative Technician interacts directly with purchasing, accounts payable, facilities management, computing services, and conference services.</p> <p>*Please refer to section B for the required Qualifications, Education and Skills</p>	
Hours of Work: This is a full-time continuing position.	
Mount Allison Staff Association: This position is in the bargaining unit represented by the Mount Allison Staff Association.	
Who May Apply: Any person may apply. However, if qualifications, skills and abilities are equal, preference will be given first to members of the bargaining unit.	
Date of Closure: Applications should be received by the Human Resources department on or before April 30, 2014.	

Position Description

A. Position Summary

The Administrative Technician provides administrative and technical support for faculty, staff, and students in a busy academic department, and acts as liaison with outside organizations and constituencies. The Administrative Technician reports directly to the Department Head and works collegially with the Departmental Administrative Assistant. Duties are varied and include both clerical and financial work as well as technical assistance with Department instruments, equipment, and recording technology. The Administrative Technician interacts directly with purchasing, accounts payable, facilities management, computing services, and conference services.

Position Responsibilities

- Administer finances and manage budget lines, with the Department Head
- Hire and supervise student employees, including recording technicians, stage technicians, orchestral and choral librarians
- Manages payroll for all student employees and collaborative pianists
- Acts as the primary contact for facility bookings, both internal and external
- Complete monthly safety inspections of building
- Order, maintain and catalogue equipment and musical instruments, arranging off-site maintenance when required.
- Record concerts and produces and edit recordings
- Provide technical assistance to special events, symposia, and external users of building spaces
- Order supplies and look after all purchasing needs of Department
- Provide technical maintenance of classroom spaces and equipment, including Brunton Auditorium and its sound booth.
- Administer keys, lockers, and other facilities duties as needed
- Updates sections of the Music Department Website and ensures that University sites (such as the campus Calendar of Events) are updated with current Music event information.
- Sits on one departmental committee as a non-voting member

B. Qualifications

- Strong knowledge of classical music repertoire, styles, and instruments. Bachelor of Music preferred.
- Strong computer and technical skills
- Familiarity with sound and recording techniques, recording hardware (speakers, microphones, cables, mixers, etc.) and recording and editing software (MOTU Digital Performer)
- Knowledgeable about current technology, including basic graphic design programs and web editing programs (Adobe Dreamweaver)
- Excellent interpersonal and communication skills
- Ability to manage multiple constituents, organizations and outside agencies with highly different needs
- Initiative, organizational abilities, and self-motivation
- Excellent problem-solving skills