

## Graduate Assistantship - Music/Media/Marketing

### Tiffin University Creative Arts Institute

**POSITION:** Graduate Assistant for the Creative Arts Institute  
**SUPERVISOR:** Vice Provost for the Creative Arts  
**DEPARTMENT:** Music

#### GENERAL JOB DESCRIPTION

Tiffin University seeks applications for a Graduate Assistantship serving in a leadership and administrative role within the TU Creative Arts Institute. The position begins August 2022, and the candidate would be eligible for a full tuition waiver plus housing stipend.

#### MAJOR DUTIES AND RESPONSIBILITIES

Responsibilities could include providing marketing, media and design support to the campus' diverse Performing, Visual and Media Arts programs, coordinating music events, and additional duties based upon the candidate's experience. The ability to work without supervision and excellent organizational and communication skills are required. Experience with photography and photo/video editing is strongly preferred. Audio technology experience, musical experience and undergraduate study in music, marketing, graphic design, digital media or communication would be preferred.

#### EXPECTED KEY COMPETENCIES

*Interdependence:* Fosters collaboration across the University

*Communication:* Strong decision-making and communication skills

*Accountability:* Formulates effective and progressive strategies aligned with University mission and values

*Respect:* Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together

*Entrepreneurship:* Influences and inspires

## APPLICATION PROCESS

Applications should include a letter of application and resume. Candidates must apply, be accepted, and enroll in one of Tiffin University's graduate degree programs.

Selected candidates will be asked to provide a portfolio or other samples of their work and two letters of recommendation. The position is renewable for a second year.

Review of applications will begin on April 1, 2022 and continue until the position is filled.



*We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.*

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.*

*Tiffin University is an Equal Opportunity Employer*