



# Graduate Assistantship – University Bands/Administrative Tiffin University Creative Arts Institute

## 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 include providing administrative and management support to the Tiffin University Marching and Concert Bands, providing recruiting support for Tiffin University Arts Programs, and additional duties based upon the candidate's experience. The ability to work without supervision and excellent organizational and communication skills are required. Experience participating in a collegiate marching band is preferred, and candidates with any academic background may be considered.

## EXPECTED KEY COMPETENCIES

<i>Interdependence:</i>	Fosters collaboration across the University
<i>Communication:</i>	Strong decision-making and communication skills
<i>Accountability:</i>	Formulates effective and progressive strategies aligned with University mission and values
<i>Respect:</i>	Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together
<i>Entrepreneurship:</i>	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 remain open, 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*