Marching Band Graduate Assistant

Department: Music

G.A. Position: Marching Band

Supervisor: Jonathan Helmick

Job Description
The Graduate Assistant for the Marching Pride is under the general supervision of the Band Director. The graduate assistant is generally responsible for mailings, new student orientation, record keeping, uniform maintenance and attending band functions.

Job Functions/Responsibilities

- Prepare mailings to prospective band members, current band members, newsletters, auditions for auxiliary groups, and Stadium Echoes invitations.
- Maintain accurate records of instruments, instrumentation, student attendance and Stadium Echoes reservations.
- Take and return calls related to the band office and marching band.
- Maintain records of uniforms assist with fittings and alterations and schedule periodic cleanings as necessary.
- Arrange for meals at off-campus games and events.
- Schedule band group and section photos.
- Organize Stadium Echoes program, menu and other items related to the Stadium Echoes banquet and concert.
- Attend new student orientation and visitations and assist with student sign-up.
- Attend football games and band events as deemed necessary by the Band Director.
- Assist with the organization of any other music department function as deemed necessary by the Band Director.

Desired Qualifications
The successful applicant must be unconditionally admitted to the Graduate School at Slippery Rock University as a full-time graduate student. Good organizational and interpersonal skills and self-direction are required.

Applicants must submit:

- A completed Graduate Assistant Employment Application
- Current resume

For additional information, please contact: Dr. Jonathan Helmick Director
### Marching Band Graduate Assistant

SRU Marching Pride  
G-11 Swope Music Building  
(724)–738–2436  
jonathan.helmick@sru.edu

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<th>Supervisor's address:</th>
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| Swope Music Building  
Slippery Rock, PA 16057  
United States |  
| Phone Number: | (724) 738–2436  
| Email: | jonathan.helmick@sru.edu |