



Administrative Assistant, Department of Music

Position Announcement

The Department of Music at Mississippi Christian University is seeking qualified applicants for the full-time position of Administrative Assistant. This position provides administrative, operational, and organizational support for the Department of Music. The successful candidate will exemplify a personal and active Christian faith while working collaboratively with students, faculty, and staff to support the department's mission and ensure its smooth and efficient operation. This position reports to the chair of the Department of Music.

Responsibilities

- Departmental Operations: Provide general office and administrative support, manage department correspondence, maintain records, process basic office orders and receipts, and assist with course scheduling and student registration.
- Event Coordination: Facilitate logistics for concerts, recitals, and special events in the Aven Fine Arts Building and other campus performance spaces. Assist with program printing, space scheduling, ticketing, basic marketing, and reception setup.
- Student Support: Serve as a welcoming point of contact for prospective and current students. Assist with audition days, track prospective student outreach, help process scholarship communications, and supervise student office workers.
- Faculty/Guest Hospitality: Assist music faculty and the department chair with day-to-day office needs, document preparation, ensemble travel/event logistical details, and welcoming guests to the department.

Qualifications

- An Associate's or Bachelor's degree is preferred.
- A minimum of one to five years of professional experience in office administration, customer service, hospitality, higher education, or another related field is required.
- Strong organizational, interpersonal, and verbal and written communication skills.
- Proficiency with standard office technology and computer applications.
- Committed to working in a collegial environment marked by Christian hospitality.

To Apply

Candidates who meet all qualifications should submit a completed application available at <https://www.mc.edu/offices/human-resources/employment>. Review of applications will begin immediately and continue until the position is filled.

About Mississippi Christian University

Mississippi Christian University, affiliated with the Mississippi Baptist Convention, is a private, co-educational, Christian university of liberal arts and sciences. Our vision is to be known as a university recognized for academic excellence and commitment to the cause of Christ. Mississippi Christian University was founded in 1826 and is the oldest institution of higher learning in the state of Mississippi. For more about our mission, visit mc.edu/about/mission.