

Wichita State University Band Librarian/Clerical Assistantship Graduate Student Assistantship (GSA)

Description:

Assistantship requires an approximate load of 20 hours per week. Duties assigned by and under the supervision of the Director of Bands include but are not limited to:

1. Supervision of the band library, (1) sorting, organizing and cataloguing of music, (2) regular updating of digital music inventory database, (3) music distribution and collection for the Concert Band, Symphonic Wind Ensemble and Chamber Music, (4) oversight and tracking of rental music including postal return
2. Assist with rehearsal set-ups for Concert Band and Symphonic Band
3. Routine office clerical duties associated with the administration of a University band program such as making copies, facilitating mailings, organizing/updating files and databases, posting of rehearsal schedules, etc.
4. Assisting with attendance records of bands
5. Performance participation and enrollment in MUSP 710B Symphonic Wind Ensemble*
6. Performance participation and enrollment in MUSP 713B Concert Band* for students pursuing the Master of Music Education-Instrumental Conducting or Master of Music-Instrumental Conducting degrees
*Enrollment options for credit or zero-credit depending on specific degree requirements
7. Conducting of bands and chamber ensembles commensurate with conducting skills and experience for applicants pursuing the Master of Music Education-Instrumental Conducting or Master of Music-Instrumental Conducting degrees

Qualifications:

- Bachelor of Music or Bachelor of Music Education
- Graduate performance level on principal instrument
- Applicants desiring to pursue the Master of Music Education-Instrumental Conducting or Master of Music-Instrumental Conducting degrees must have the ability, skills and experience enabling conducting of university ensembles

Financial Package:

Total financial package includes a stipend of approximately \$6,800 per school year and a waiver of non-resident tuition to resident tuition rates. This tuition waiver is for the actual semester of appointment and does not include waiver of student fees. The stipend is pro-rated over nine months, with the first payment given in mid-September. Stipend is subject to legislative approval.

Degrees:

Students applying for the Band Librarian/Clerical Assistantship should desire to pursue either the Master of Music (Instrumental Performance or Instrumental Conducting) or the Master of Music Education (Instrumental Music, Special Music Education, or Instrumental Conducting).

Admission:

Admission and assistantship applications may be obtained by contacting Prof. William Flynn, Coordinator of Graduate Music Studies, School of Music, Wichita State University, Wichita, KS 67260-0053 or on-line at www.wichita.edu/graduateschool.

All Graduate Assistantships, including admission to the Graduate School, must be in compliance with the guidelines and specifications outlined in the Wichita State University Graduate Assistant Procedure Manual found at http://webs.wichita.edu/depttools/depttoolsmemberfiles/gradschool/GA_Manual.pdf

Interview or Audition requirements:

A performance audition on the principal instrument, a conducting audition if applicable, and an interview are required of all candidates. To schedule an audition(s) and interviews and arrange a campus visit, contact by mail Dr. Steve Oare, School of Music, Wichita State University, Wichita, KS 67260-0053. Arrangements also can be made by phone at (316) 978-3103 or by email at steve.oare@wichita.edu.

Application Deadline:

Graduate Assistantships are available yearly. For priority consideration, all applications materials, including securing admission to the Graduate School, should be submitted by February 1. Applications are accepted until positions are filled.

The University and Wichita:

Wichita State University is located in the metropolitan area of Wichita a cultural center of Kansas. With a population of approximately 600,000, Wichita affords divers cultural advantage – a professional symphony, two professional choirs, resident ballet, Music Theater etc. Part-time employment opportunities in the arts are plentiful as well as regular commercial employment and employment in schools. The University is a Regents institution of the state of Kansas with a current enrollment of approximately 15,000 students.

Additional Information:

This is a two-year position, renewable each semester. Graduate Assistants will be evaluated each semester. The assistantship can be terminated prior to expiration of the period of service if the terms of the appointment are not met and/or academic eligibility requirements are not met.