

JOB TITLE: Music Accompanist

DEPARTMENT: Arts & Sciences

LOCATION: Union Campus

REPORTS TO: Department Chair, Music / Dean Arts & Sciences

FLSA: Non-Exempt

LEVEL: NA

DATE: 04/2/25; 8/18/15

POSITION SUMMARY: Provide a variety of assistance to faculty and the students involved in the music program, practices and productions.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of H.S. diploma or GED and two years related experience

ESSENTIAL TASKS: *(The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job)*

- Accompany and assist students individually or in small groups, reinforcing instructions provided by the instructor.
- Assist students in achieving understanding of assignments and terminologies.
- Maintain equipment and work area in a safe, clean and organized condition;
- Demonstrate or describe the proper operation, use and care of equipment, and provide information on resources available to students.
- Communicate information to guide or assist students;
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES:

Knowledge of department and college policies, procedures, and practices with the ability to answer work-related questions; and/or interpret and apply these guidelines correctly in various situations; perform administrative or manual duties for the department or division; knowledge of the Family Educational Rights and Privacy Act (FERPA); ability to devise or modify methods or processes to solve specific problems; ability to work under time pressures to meet established deadlines; ability to handle confidential material judiciously; ability to work effectively in a busy environment with frequent interruptions; some knowledge to troubleshoot minimal technical issues; excellent customer service skills; detailed-oriented and accurate.

LEADERSHIP and COMMUNICATION SKILLS:

Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to make routine work decisions independently and perform duties using perceptive judgment and discretion; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

DECISION-MAKING and ANALYTICAL SKILLS:

Ability to exercise independent judgment within the scope of assigned authority; may be responsible for providing information to those who depend on a service or product; adhere to college and department policies, procedures, and practices; follow technical instructions, procedure manuals, and charts to solve practical problems; and/or ensure

compliance with clear guidelines and standards; perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE:

Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment.

WORKING CONDITIONS - the following physical conditions and hazards may be encountered in this position:

PHYSICAL REQUIREMENTS:

Environment: Work is performed primarily in an indoor setting; extended times standing/moving, extended periods of time viewing computer monitor; the noise level in the work environment is usually moderate but could fluctuate.

Physical: Primary functions require sufficient physical ability and mobility to work in a varied setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment/instruments that may require repetitive hand movement

POSITIONS SUPERVISED: None

SIGNATURES: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6712. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*