

The University of Texas at San Antonio

Job Description

Job Title: Music Specialist
Code: 18099
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Music Department
Reports To: Director Athletic Bands

Summary

- Function: To work with specific areas of the UTSA Athletic Bands (i.e., percussion, brass, and woodwind, etc.)
- Scope: Responsible for coordinating, recruiting, arranging, and rehearsing with ensembles and specialized areas.

Duties

- Typical:
 1. Coordinates, arranges, and rehearses with Athletic Bands.
 2. Works with and recruits undergraduate and graduate students.
 3. Works with ensembles.
 4. Assists with courses in techniques and methods.
 5. Performs other duties as assigned.
- Periodic:
 1. Maintains an active performing career and/or program of appropriate research/creative activity.
 2. Serves on committees and performs other appropriate University services.

Education

| Required | Preferred |
|---------------------------------------------------|-------------------------------------------------|
| Bachelor's Degree from an accredited institution. | Master's Degree from an accredited institution. |

Other Requirements

| Required | Preferred |
|-------------------------------------------------------------|------------------|
| Analysis, assessment/evaluation, and organizational skills. | N/A |

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|-----------------------------------------------|--|
| Written and oral communication skills. | |
| Problem identification and resolution skills. | |
| Criminal Background Check (CBC). | |

Experience

| Required | Preferred |
|----------------------------------------------------------|------------------|
| Two years collegiate experience within specialized area. | N/A |

Equipment

| Required | Preferred |
|-------------------------------------------------------------------------------|------------------|
| Must own necessary instruments for job. Department will supplement as needed. | N/A |

Working Conditions

| Usual | Special |
|----------------------------------|--------------------------------------|
| Regular outdoor band rehearsals. | Scheduled games and periodic travel. |

Supervision

| Received | Given |
|--------------------------------------------------|--------------------------------------------------------------------------------|
| Director of Athletic Bands and Department Chair. | To graduate assistants and other professional staff members in Athletic Bands. |

Accuracy

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| Must be proficient in all duties assigned. |
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Security Sensitive

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| Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code. |
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Internal Control

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| Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with. |
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