

PROFESSIONAL POSITION DESCRIPTION

Position Title: Osher School of Music Pre-College Coordinator

Division: CAHS

Department: Osher School of Music

Location: Office on Gorham campus with expectation of work/service in Portland, Gorham and LAC. Office will move to Portland Campus after completion of Center for the Arts. (est. Fall '25)

Schedule: Regular, full time, with nights and weekends as required

Reports to: Director, Osher School of Music

STATEMENT OF THE JOB:

The Pre-College Coordinator's work is guided by USM's Service Promise and Values:

Student Focused Every Day

Respect & Care

Integrity

Equity

Responsiveness

ESSENTIAL FUNCTIONS:

- Recruit students to Osher School of Music degree programs
- Oversee auditions for degree programs
- Communicate with prospective students and families about audition and admission procedures
- Maintain data on prospective students to assist faculty with admissions and scholarship decisions
- Maintain data on student successes to be used for recruiting and reporting purposes.
- Coordinate new student registration and orientation with Office of Admissions and Advising Services
- Coordinate with Student Financial Services in allocating music scholarships
- Coordinate with Admissions and Marketing on promotional materials for degree programs and youth outreach programs.
- Oversee events related to recruiting and retention of college students.
- Recruit students to the Osher School of Music Youth Ensembles and Summer Camps
- Oversee auditions for Youth Ensembles
- Oversee budgets for Youth Ensembles and Summer Camps
- Oversee payroll for Youth Ensembles and Summer Camps
- Additional duties as reasonably assigned

SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES*:

- Assist Director of the Osher School of Music in committing financial resources of \$25,000 or more as provided in the campus Signature Authority matrix and/or MaineStreet Marketplace.
- Responsibility to regularly handle cash or cash equivalents.
- Broad access, including but not limited to master key or swipe card access, to University facilities.
- Work on federally funded projects

SUPERVISORY RESPONSIBILITIES:

- Supervise work-study staff for auditions and outreach activities
- Hire and oversee payroll for camp staff
- Hire and oversee payroll for Youth Ensembles staff

BUDGET RESPONSIBILITIES:

- Ensure balancing of Youth Ensemble and summer camp budgets and timely payment of contracts and honoraria

PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:

- Represent Osher School of Music at festivals and conferences.

INTERNAL AND EXTERNAL CONTACTS:

Internal: Office of Admissions, Marketing, Public relations

External: Prospective students and families

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent written and verbal communication skills.
- Knowledge of spreadsheets and databases.

QUALIFICATIONS:**Required:**

- Bachelor's degree.
- Experience with music in higher education.

****NOTE: All individuals who are recommended to fill and subsequently offered a position with special essential responsibilities as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.***

For Human Resources Use

Date Approved: June 2023
Date Revised:
Job Family: 11
Salary Band: 3
Unit: UMPSA
Position #: 00025636