Graduate Assistantship Overview

At the Mary Pappert School of Music, we offer competitive awards to graduate applicants in the form of assistantships. Assistantship positions and responsibilities range from performing in ensembles to assisting in the classrooms and providing faculty and staff with administrative support. All positions are designed to provide Graduate Assistants (GA’s) with unique and valuable professional experiences working alongside faculty and staff.

GA’s receive tuition remission in exchange for weekly service to the school. The value of each assistantship is reflected in the week’s hourly service requirements (right).

Each GA receives assignments prior to the start of each academic year (approx. August 1). The assignments include detailed information about the position(s) as well as the distribution of weekly service hours which may result in the total hours being distributed over several areas or just one (right).

Graduate Assistantships are categorized in 5 major support realms:

1. **Performance Support**—service includes rehearsing and performing in ensembles as instructed by ensemble directors for 0 (zero) credit.
2. **Musicianship/Ensemble Support**—service includes tutoring, grading, and leading some instruction in the musicianship classrooms and/or providing direct administrative assistance to ensemble directors.
3. **Applied Area Support**—service includes assisting faculty in specified applied areas (woodwinds, brass, keyboards, strings, voice) by supporting teaching studios, small ensembles, and maintaining applied area inventory and supplies.
4. **Department/Program Support**—service includes assisting faculty in specified program/departmental areas (Music Performance, Music Education, Music Technology, Music Therapy, Sacred Music; graduate and undergraduate divisions) and may include grading, coaching, tutoring, and teaching.
5. **Administration/Staff Support**—service includes assisting various staff and administrators in event planning, staging and set up, maintaining computer labs and music libraries, marketing and advertisement, arts administration and community programming.
Each of the major realms contain several positions each with a unique set of responsibilities. While the nature of each realm is outlined in the previous section, some specific positions have been outlined below to provide a clearer understanding of the specific roles within each realm.

### Performance Support

**Performance Support** includes all major ensembles. Typically, at least one ensemble will be taken for credit. For those serving as a GA in this realm, additional ensembles would be added to his/her course load for 0 (zero) credit and time spent in rehearsal and performances are counted toward weekly GA hours.

<table>
<thead>
<tr>
<th>1 Performance Support</th>
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<tbody>
<tr>
<td>Wind Symphony</td>
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<tr>
<td>Symphonic Band</td>
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<tr>
<td>Symphony Orchestra</td>
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<tr>
<td>Chamber Orchestra</td>
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<td>Jazz Band</td>
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<td>Choral Ensembles</td>
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### Musicianship/Ensemble Support

**Musicianship/Ensemble Support** provides direct assistance to the musicianship department in and out of class, as well as direct assistance to ensemble leaders. All positions require excellent organizational skills and a high level of personal responsibility and professionalism. Position descriptions and requirements within this realm include, but are not limited to:

#### Music Theory Tutor

**Description:** Deliver small group instruction (including guided practice and feedback) and conduct hearings (i.e. examinations) on rhythmic and melodic performance and singing (including prepared exercises and sight-reading), aural skills, and improvisation, covering material from basic intervals and rhythms all the way through simple modulation, secondary dominants, and more complex rhythms. Provide individual tutoring in these areas for some students on an as-needed basis. Conduct further review sessions for aural/oral skills quizzes and tests for larger groups of students (as required).

**Requirements:** A strong command of tonal theory, particularly in the areas of rhythmic and melodic performance, aural skills, solfège (moveable do), keyboard skills, and improvisation. An ability to recognize sight-singing and rhythmic performance errors and to provide constructive advice and guidance in those areas. Excellent communication skills.

#### Musicianship Grader

**Description:** Grade student exams and assignments in music history. Attend class and learn the material (in order to facilitate grading), and assist with classroom activities, including opportunities for direct teaching experience. Complete administrative and organizational tasks as needed.

**Requirements:** A strong command of music fundamentals (intervals, triads, keys scales, rhythm), part-writing (including 4-part chorale style and keyboard style), species counterpoint, Roman numeral harmonic analysis of diatonic and chromatic music, form and phrase analysis of 18th and 19th century music, 20th-century analytical techniques, familiarity with forms and styles of the 18th-21st centuries, and jazz chord symbol notation and arranging.

#### Enjoyment of Music Grader

**Description:** Manage student attendance at concerts by collecting ticket stubs at Duquesne SoM concerts. Attend concerts (to facilitate grading). Grade concert reports and enter grades on Blackboard. Grade portions of exams that have simple answer keys. Consult with professor to go over answer keys, rubrics for concert reports, grading strategies, etc.

**Requirements:** Adequate reading and writing skills to grade concert reports. The ability to travel to concerts on and off campus in the Pittsburgh area.

#### Ensemble Assistants

**Description:** The Mary Pappert School of Music is home to eight large ensembles. The Ensemble Assistants directly support the directors of ensembles in a variety of key musical and administrative tasks. Specific job duties are tailored to meet the skills and experience of each graduate student, but typically include tasks such as distributing and collecting music, maintaining accurate attendance records, assisting with concert planning and preparation, and occasional conducting or leading of rehearsals and sectionals.

**Requirements:** Open to graduate students with solid leadership skills and a good deal of experience performing and assisting with ensembles and related activities. Accompanying skills are required for the choral ensembles.
Applied Area Support provides graduate assistants with the opportunity to work alongside and assist faculty within a specific instrumental family (including voice). Typically, GA's in this realm are musicians in the areas that they serve (e.g., a clarinetist would assist the woodwind area coordinator and associated faculty). Position descriptions and requirements within this realm include, but are not limited to:

**Applied Area Assistants**
**Description:** Directly assist area coordinator in organizing and scheduling of placement auditions and semester juries. Aid in organizing (with the help of the librarian) part and score distribution to the various small ensembles within the instrumental area. Aid in setting up for rehearsals and concerts and some promotion. Collect and maintain attendance records for area-specific seminars and master classes.
**Requirements:** Critical thinking and problem-solving abilities. Self-motivated and creative with solid leadership and communication skills. General working knowledge of Microsoft Office applications, some music notation software, and social media platforms.

**Inventory Management**
**Description:** The school owns many instruments that students use in ensembles and methods classes. Individuals assisting keep accurate record of who is using what instruments and for what purpose, and keep track of any repairs needed and manage the process of getting them serviced.
**Requirements:** Solid skillsets in management and organization, regular communication with faculty and students.

**Group Piano Teaching Assistant**
**Description:** GA holds lab hours to tutor group piano students. GA assists with keeping grade records and other administrative duties for the piano department. GA maintains piano pedagogy lending library.
**Requirements:** Knows how to maintain basic spreadsheets and word documents and understands how to use administrative functions in Blackboard or other online management learning systems. Undergraduate degree with piano as primary instrument. Some teaching experience.

**Piano Accompanist**
**Description:** Responsible for accompanying undergraduate and graduate students for lessons, juries, recitals and Duquesne-related competitions.
**Requirements:** Experience accompanying. High level of musicianship, technical skills, sight-reading, ability to learn quickly, interpersonal skills to interact with many different types of personalities and degrees of musical ability, organizational and time management skills in order to handle a significant amount of repertoire and number of collaborators.

**String Methods Class Assistant**
**Description:** Assists with classroom management, set-up, and tutoring duties in Advanced String Methods (fall) and String/Orchestra Methods (spring) courses.
**Requirements:** String major. Undergraduate degree in music education preferred.

**String Techniques Tutor**
**Description:** Five tutors (typically) are needed for tutoring students in String Techniques classes: two violinists, one violist, one cellist, and one bassist. Average needs are 2.5 hours/week per person.
**Requirements:** The ability to communicate in English at a basic level; must be a string major. Interest in string pedagogy/teaching; undergraduate music education degree is a plus.
Departmental/Program Support includes grading, coaching, tutoring, and teaching within a specified department or degree program. Typically, GA's in this realm are musicians with experience or genuine interest in the department/program that they serve. Position descriptions and requirements within this realm include, but are not limited to:

Music Education Assistant
**Description:** Position includes duties such as coordinating music education events (e.g., guest speakers), regular communication with cooperating teachers, maintaining the music education alumni and cooperating teacher database, crafting and sending music education alumni newsletters, assisting with paperwork associated with student teaching placements, serving as a liaison between the music education faculty and public-school personnel (when appropriate), and other related departmental duties.

**Requirements:** Experience with Microsoft Office Suite, excellent communication skills, mastery of the English language for communication with cooperating teachers and school personnel, strong interpersonal skills, and experience using Finale or other music notation software. Interest in teaching and/or music education.

General Music Assistant
**Description:** Position includes organizing and maintaining general music inventory, such as classroom instruments (xylophones, drums) and materials (posters, construction paper), assisting with class materials for Elementary General Music Methods (fall) and Primary General Music Methods (spring), creating song files on Finale, creating manipulatives (i.e., laminated items used with children), communicating with cooperating teachers for field experiences, and communicating with undergraduate students enrolled in methods classes.

**Requirements:** Strong communication skills, experience using Finale software, promptness for early morning meetings, and mastery of English language for communicating with cooperating teachers. Interest in music education, experience working with young children.

Vocal Coach
**Description:** Singing and assisting undergraduate music education and music therapy students in improving their singing skills and vocal qualities. Building and instilling vocal confidence.

**Requirements:** Piano accompanying skills. Supportive and inspirational leadership qualities. Patience and persistence.

Performance Seminar Assistant
**Description:** Distribute and collect Performance Seminar attendance slips and enter attendance into the Blackboard virtual gradebook.

**Requirements:** Solid organization and communication skills. Training on Blackboard fluency and working knowledge.

Music Technology Assistant
**Description:** Assist departmental faculty in administrative duties such as grading assignments, maintaining computer labs and equipment inventory, and setting up for Electronic Ensemble rehearsals and concerts. Opportunities are available for classroom teaching and leading rehearsals.

**Requirements:** Experience with music technology and use of technology in live and studio performance applications. Well organized and excellent communication skills.

**Graduate Assistantships are designed to provide our graduate students with unique and valuable professional experiences working alongside faculty and staff in a supportive and collaborative environment.**
Administration/Staff Support includes assisting various staff and administrators in event planning, staging and set up for rehearsals and concerts, maintaining computer labs and music libraries, marketing and advertisement, arts administration and community programming. GA’s in this realm are typically seeking to balance performance and classroom loads with musically-centered administrative responsibilities. Position descriptions and requirements include, but are not limited to:

<table>
<thead>
<tr>
<th>Main Office Assistant</th>
<th>Description:</th>
<th>Basic office functions (filing, answering calls, making copies etc.) and on-campus deliveries to Human Resources, University Registrar, Cashier’s Office, and Financial Aid.</th>
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<tbody>
<tr>
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<td>Requirements:</td>
<td>Friendly and hardworking, self-motivated. Must be physically capable of walking across campus each day.</td>
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<tr>
<th>Ensemble Set-up Crew</th>
<th>Description:</th>
<th>Set up music stands, chairs and risers for large ensemble rehearsals according to a provided diagram. Also, help strike the large rehearsal spaces at the end of big rehearsal days and set up for school events such as audition days, student/faculty recitals, concerts, and masterclasses. Prefer 6 people to handle the work load.</th>
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<tbody>
<tr>
<td></td>
<td>Requirements:</td>
<td>Must be available at least 30 mins before each ensemble. Some heavy lifting required. Ability to follow directions and diagrams.</td>
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<tr>
<th>Piano Technician Assistant</th>
<th>Description:</th>
<th>Assist with tuning and maintenance of school pianos. Opportunities to learn piano maintenance and technology from staff technician (Registered Piano Technician, Piano Technician’s Guild).</th>
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<tr>
<td></td>
<td>Requirements:</td>
<td>Genuine interest in understanding piano mechanics. Attention to detail and ability to learn quickly.</td>
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<tr>
<th>Music Library Assistant</th>
<th>Description:</th>
<th>Assigned to each of the large ensembles to help prepare, distribute, replace, and collect parts for musicians. These assistants are also required to be on site at concerts with a portable library of parts in case of lost or forgotten music.</th>
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<tr>
<td></td>
<td>Requirements:</td>
<td>Solid organizational skills and ability to travel to concert venues. Orchestral Librarians are required to play string instruments to help mark bowings in parts.</td>
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<tr>
<th>Marketing: Box Office/Clerical</th>
<th>Description:</th>
<th>Ensuring that printed concert programs are folded and delivered in a timely manner. Assisting/managing box office and ushering duties at select events (to be determined by Manager of Musical Events). Researching and generating non event-related social media content (ex. student/faculty/alumni news) and working with the staff in the Music Events office to ensure that content is delivered in a timely and appropriate fashion.</th>
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<td>Requirements:</td>
<td>English language reading and writing proficiency. Ability to work with the public. Proficiency with Mac OS. High level of attention to detail/critical thinking skills. Self-motivated and organized. Familiarity with Microsoft Office Suite (Word and Excel, specifically). Familiarity with social media platforms including Facebook, Twitter, Instagram, and LinkedIn. Prior experience with event/box office management and Adobe Creative products.</td>
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<tr>
<th>Marketing: Graphic Designer</th>
<th>Description:</th>
<th>This position is primarily responsible for setup, layout, formatting, printing, tracking, and obtaining necessary approvals on all concert programs (with the exception of student recital programs). In addition, duties include posting events to online calendars including, but not limited to, MPSOM external and internal web calendars, Facebook events pages, Campus Link events pages, community events websites (ex. City Paper, Tribune-Review), etc.</th>
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<tbody>
<tr>
<td></td>
<td>Requirements:</td>
<td>English language reading and writing proficiency. Proficiency with Mac OS. High level of attention to detail/critical thinking skills. Self-motivated and organized. Familiarity with InDesign, Photoshop, and other Adobe products, web text editors (HTML not required), Microsoft Office Suite (Word and Excel, specifically), and social media platforms including Facebook, Twitter, Instagram, and LinkedIn.</td>
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Community Programs Assistant

**Description:** Position assists the Director of Music Enrollment and Community Programs in managing and maintaining Saturday operations for City Music Center (community outreach division of the school of music). Responsibilities are broad ranging and fall under the umbrella of Arts Administration.

**Requirements:** Ability to follow detailed instructions and retain detailed information, warm and inviting character, exceptional social and communication skills, fluent English speaker, prompt and punctual, highly organized. Experience using Microsoft applications such as Word, Excel, PowerPoint. Proficiency in Adobe Photoshop/Illustrator/Acrobat is a plus.

Student Services Assistant

**Description:** Position assists Student Services department in managing and maintaining the "Hire-a-Musician" program; designed to employ current music students as performers for events (on and off campus). As requests for performers are received, this assistant helps connect current music students to available opportunities and fill performance requests.

**Requirements:** Highly organized, capable of handling and monitoring several requests simultaneously, persistence and follow through to completion is a must, ability to manage large amounts of data in Excel spreadsheets, excellent communication skills (written and spoken), fluent English speaker. Experience booking artists or working with venues to coordinate performances, general knowledge of contractual agreements for performing musicians.

Music Admissions Assistant

**Description:** Positions assists Director of Music Enrollment and Community Programs in preparing for audition days and recruitment events. Hours are centered around events and activities and as a result are not consistent from week to week, but an average of 2.5 hrs/week is expected.

**Requirements:** Ability to follow specific instructions and retain detailed information, warm and inviting character, articulate, outstanding social skills, fluent English speaker. Competency in Microsoft Office applications such as Word, Excel, PowerPoint. Experience in sales/customer service is a plus.

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**General Requirements of all Graduate Assistants:**

- Attend graduate student orientation and complete Blackboard training
- Submit bi-weekly timesheets to faculty/staff supervisor
- Maintain satisfactory academic progress
- Fulfill responsibilities and communicate regularly with faculty/staff supervisor
- Demonstrate the highest standards of professionalism

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**Take the GA Survey**

All graduate applicants have an opportunity to express interest and share qualifications for positions in specific areas of service by completing a survey. Accepted graduates will automatically receive an invitation to complete the survey. Please be detailed in your responses and consider all positions of interest for which you are qualified.

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**What’s Next?**

Graduate award decisions are issued beginning March 21. Most award offers are extended before the deposit deadline on April 15.

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**Questions?**

Please contact us at musicadmissions@duq.edu or call 412-396-5064.