

# **DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Music Therapy Clinic Assistant

**DEPARTMENT:** Music Therapy

**DATE:** August 2015

**SCHEDULE:** Flexible, 10 hours per week

**FLSA:** Non-Exempt

**REPORTING SUPERVISOR:** Music Therapy Clinic Director

**JOB FUNCTION:** The work study student will assist in the daily operations of Drury University Center for Music Therapy and Wellness.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<b>Percentage of Time</b>	<b>Frequency</b>	<b>Description</b>
100%	Ongoing	Keep running inventory of all instruments/equipment in the clinic; Check instruments out to clinicians and students Check in instruments when returned Clean instruments as needed and when checked in after use Monitor equipment check-out sheet to ensure that instruments have been returned in a timely manner Notify the student or therapist who has overdue equipment out, making arrangements for it to be returned Straighten clinical areas on a weekly basis, picking up trash, putting away unused materials, keeping one-way observation mirrors clean, chalkboards and trays free of chalk dust, and vacuuming if necessary Share information from the clinic via Facebook File materials as necessary Download student videos from camera to computer Assist Director of Music Therapy and Clinical Director and in any tasks as assigned

## **MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to use professional interpersonal and customer service skills.
2. Ability to use effective written and verbal communication skills.
3. Ability to use basic office machines, basic computer programs, email/social media/website, and spreadsheet computer software
4. Ability to organize and prioritize workload efficiently and a timely manner in order to complete job responsibilities.
5. Must be a regular, full-time day school student, enrolled in at least 12 hours of class per semester.
6. Must have completed a FAFSA form (Financial Aid) for the current academic year.

## **WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

