

# Western Illinois University

## School of Music



WESTERN  
ILLINOIS  
UNIVERSITY

**Position Title:** Graduate Assistant in Jazz Studies Area  
Rank: Teaching Support Assistant (2/3 TSA)

**Availability:** To begin Fall 2020

**Reports to:** School of Music Graduate Coordinator and Director of Jazz Studies

**Terms of Employment:**

- 8-month contract, covering Fall and Spring semesters of the academic year
- Renewable for a second year of study
- 13 hours per week of duties as assigned by the Director of Jazz Studies

**Compensation:**

- \$629/month, 8-month contract = \$5032 per academic year (\$2516/semester)
- Full tuition waiver for all graduate credits (not including fees)
- Tuition waiver for summer courses
- Total benefit to student: \$12,000/year (US domestic tuition); \$15,000/year (international tuition)

**Position Description:** Duties include assisting the Jazz Studies Area faculty, administrative tasks involving combo performances and tours, and logistical arrangements for visiting guest artists and festivals.

**Qualifications:**

- Must be accepted as a full-time, degree-seeking student in a WIU School of Music graduate program
- Must be enrolled in a minimum of 9 semester hours of graduate study
- Maintain GPA of at least 3.00; first-semester graduate students must also have an undergraduate GPA of at least 3.00
- Bachelor of Music or Bachelor of Arts in Music degree required
- Evidence of skills and demonstrated background in organizational and management skills. Performance experience in a jazz combo preferred.

**Application Process and Deadline:**

- Visit [WIU Jazz](#) and the [School of Music Graduate Program](#) for admission requirements and program descriptions
- Contact [Dr. John Cooper](#), Director of Jazz, and [Dr. Anita Hardeman](#), School of Music Graduate Coordinator
- Complete the online [WIU Graduate Application](#)

Please submit all required application materials by **January 31, 2020**. Review of applications will begin on this date and continue until the position is filled.