

**Troy University**  
John M. Long School of Music  
University Avenue  
Troy, Alabama 36082  
Phone: 334.670.3281  
Email: [troyband@troy.edu](mailto:troyband@troy.edu)

**BAND GRADUATE ASSISTANT-Administration**

\$6,500 stipend plus out-of-state tuition waiver

The Graduate Assistant in the Department of University Bands at Troy University assists the Director of Bands and the Assistant Director of Bands with the day-to-day operations, logistical as well as administrative, of the Troy University “Sound of the South” Band Program. Some of these operational duties will include administering and maintaining various personnel databases for use by the Director of Bands and Assistant Director of Bands, maintaining accurate attendance rosters for the various ensembles of the Department of University Bands, assist with the securing and maintenance of per diems, and assisting with logistical needs of the Band Program. In addition to these duties, the Graduate Assistant performs in the Symphony Band, assists with the “Sound of the South” Pep Band, and conducts and performs in other ensembles as needed.

**Assigned Duties**

- Create and maintain attendance rosters for each ensemble within the Department of University Bands
- Create, maintain and operate various personnel databases for use by the Director of Bands
- Assist with the securing and distribution of per diems for each band trip
- Assist with logistical needs as necessary
- Oversee storage, inventory and assignment of all university-owned equipment and uniforms including collection, receipt and deposit of rental fees
- Maintain attendance rosters for all ensembles including the “Sound of the South” Marching Band, the Symphony Band, Concert Bands, Pep Bands, etc as needed.
- Work with and direct the “Sound of the South” Pep Band as directed by the Assistant Director of Bands

These duties are performed throughout the year, including the summer. The Graduate Assistantship is \$6,500 annually, plus out-of-state tuition waiver. The graduate program offered is a Master of Science in Music Education.