

CWRU Department of Music

Position Description

Instructor/Senior Instructor in Music (Music History and Admissions)

The Case Western Reserve University Department of Music seeks a music historian and administrator. Applications are being accepted for Instructor for 2013-14. Candidates must have a completed doctorate, a successful record as a scholar and teacher, and demonstrated success in administration. Candidates with exceptional qualifications and a strong national reputation may be considered for Senior Instructor.

The successful applicant will have responsibilities in the areas of teaching and service. With a normal teaching load of two courses per semester, duties include teaching classes and seminars as needed, and coordinating undergraduate admissions in the Music Department, including providing admission and scholarship information to potential students, assisting with updating printed and online materials, participating in on and off campus recruiting events, meeting with prospective students and parents, arranging and running on-campus auditions, supervising entering student diagnostics, coordinating the assigning of scholarship rankings from faculty input, advising all incoming freshman majors, and assisting with advisor assignments at the end of the first year.

Submit cover letter and current CV, as well as contact information for three references to the address below, or by email to Laura Stauffer at lls3@case.edu. Applications received by June 21, 2013 will receive full review.

Case Western Reserve University provides reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Inclusion, Diversity and Equal Opportunity at 216-368-8877 to request a reasonable accommodation. Determinations as to granting reasonable accommodations for any applicant will be made on a case-by-case basis.

Search Committee (Hist-Adm)
Department of Music
Case Western Reserve University
Cleveland, OH 44106-7105