**Career Services Office**

**Work Study Position**

**Date: 10/12/2022**

**Position: Student Administrative Assistant**

**Department: Music**

**Supervisor(s): Jeremy Palmer and Kevin Dewey**

 **Email:**

 **Phone:**

(Please note: Applicants will NOT have access to your name, email, & phone number. That info will be omitted prior to posting)

**Position Start Date: 10/16/22**

**Number of Positions: 1**

**Hours Needed Per Week: 10**

**Duties & Responsibilities:**

* Sort and File Music
* Set up/tear down for various music ensembles (i.e. band, choir, vocal jazz, etc.)
* Light cleaning and organizing of music area spaces
* Assist as needed with other music area jobs

**Desired Qualifications:**

* People Person
* Reads Music
* Knowledgeable About Choir and Band

**Required Qualifications:**

* Responsible
* Organized