

Job Title Choral Librarian
Office/Department Music
Location (Building) King Chapel
Supervisor Dr. Lisa Hearne
Number of Student Workers Employed 1
Job Wage Rate or Range Minimum Wage
Position Summary Choral librarian

Principal Duties and Responsibilities Librarian for all choral activities. Assist in Fine Arts Office when necessary.

Knowledge Skills and Abilities

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| <input type="checkbox"/> Typing | <input checked="" type="checkbox"/> Filing |
| <input type="checkbox"/> Phone Coverage | <input checked="" type="checkbox"/> Photocopying |
| <input type="checkbox"/> Data Entry | <input checked="" type="checkbox"/> Cataloging |
| <input type="checkbox"/> Research Assistant | <input type="checkbox"/> Operate Switchboard |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Receptions/Registrations | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Word |
| <input checked="" type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Installing Hardware |
| <input type="checkbox"/> Dreamweaver | <input type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Troubleshooting PCs | <input type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Sports Information | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Audiovisual Skills | <input checked="" type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Library Circulation Desk | <input type="checkbox"/> Interlibrary Loan |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Food Preparation |
| <input checked="" type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Cash Register Skills |
| <input type="checkbox"/> Heavy Lifting Required | |

Additional Job Qualifications

Expectations

Working Conditions

Other