

Job Title
Office/Department
Location (Building)

Assistant to Instrumental Program
Music
King Chapel/Ringer Recital Studio,
Armstrong Hall

Supervisor
Number of Student Workers Employed
Job Wage Rate or Range
Position Summary

Dr. Martin Hearne
3
Minimum Wage
Assistant with instrumental ensembles.
Assist with music department events.

**Principal Duties
and Responsibilities**

Maintain inventory of instruments. Check out/in instruments to students in ensembles. Set up/break down chairs/stands, etc. for instrumental rehearsals. Librarian for instrumental ensembles. Will also assist with staging, ushering, lights for music events.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Must be available for evening and weekend work.

Expectations

Working Conditions

Other