

Job Title	Choral Librarian
Office/Department	Music
Location (Building)	King Chapel/Ringer Recital Studio, Armstrong Hall
Supervisor	Dr. Lisa Hearne
Number of Student Workers Employed	1
Job Wage Rate or Range	Minimum Wage
Position Summary	Choral Librarian Assist with music department events.

Principal Duties and Responsibilities	Librarian for choral activities. Assist with set-ups, staging and ushering for music events.
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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 checked="" 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 checked="" type="checkbox"/> Heavy Lifting Required | |

Additional Job Qualifications	Must be available for evening and weekend work.
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Expectations

Working Conditions

Other