Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Music Department Assistant</th>
<th>Hourly Rate</th>
<th>$7.25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Music</td>
<td>Supervisor</td>
<td>Beth Pohl</td>
</tr>
<tr>
<td>Work Location</td>
<td>Hendricks Center/Eaton Chapel</td>
<td>Account Number</td>
<td>01-11146-00000-00000-xxxxx</td>
</tr>
</tbody>
</table>

Do multiple individuals hold this position at one time? ☑ Yes   ☐ No

Number of positions available: 4 - 8

Work Schedule

A student in this position can expect to work 4 - 5 hours per week.

The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday ☑ any day of the week.

Hours are available during the following times of the day: 10:00 am - 10:30 pm, according to level of responsibility.

Department/Position Overview

The Music Dept. has many groups that rehearse in the Hendricks Center as well as in the Eaton Chapel. We need to set up chairs and stands to accommodate the needs of the groups, as well as work on ushering and stage changes during a concert or recital. We also work on typing and printing programs, promotions of concerts, and a variety of office type duties. Each student that works with the Music Dept. is asked to be flexible and willing to fulfill the varied positions.

Description of Duties and Tasks

☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☑ Conform to an established work schedule; reliably work set hours as assigned

☑ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☑ Maintain the confidentiality of departmental/employee/student information

☑ Run errands on and/or off campus, including campus mail pick-up and delivery

☑ Perform light cleaning, departmental organization, and upkeep as required

☑ Work efficiently and accurately without immediate supervision

☑ Be able to lift and move musical instruments, chairs, and stands as needed for ensemble set up

☑ Must be able to work at student recitals, stage work and usher duties, usually evening events. Some weekends.
Required Training and Skills

☑ Ability to communicate in a concise and effective manner, both verbally and in writing
☐ Detail oriented with strong organizational skills
☑ Familiarity with specific computer software, listed here: Word, Excel and Google Docs
☐ Familiarity with specific equipment, listed here:
☑ Completion of coursework or training, prior experience, and/or specific certifications, listed here: must have taken or be currently enrolled in a music class or ensemble