**Position Title**  Music Department Promotion  
**Hourly Rate**  $7.25  
**Department**  Music Department  363-2366  
**Supervisor**  Beth Pohl  
**Account Number**  01-11146-00000-00000-xxxxx  

**Work Location**  Hendricks Center

**Do multiple individuals hold this position at one time?**  □ Yes  □ No

**Number of positions available:** 1

**Work Schedule**
A student in this position can expect to work __________ hours per day, 6 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:  

**Department/Position Overview**
The student holding this position will, under the supervision of Beth Pohl and Daniel Barolsky, promote the music department by developing and expanding the department website, updating it regularly, and linking it to Facebook and the music club. This student will also facilitate outreach to music alumni.

**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
- ✗ Regularly meet scheduled deadlines
- ✗ Some flexibility of hours
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: Reason, Facebook, Excel

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: