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
This student, who will have extensive experience in music history and theory, will serve as the research assistant and grader for Daniel Barolsky. Duties will include copying and scanning materials for Moodle, researching topics in music history that pertain to Professor Barolsky's research and teaching, and grading student work in music theory.

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
☑ Grading of Theory Assignments
☑ Researching music historical topics for the professor's courses and research
**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:

☐ Familiarity with specific equipment, listed here:

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Completion of MUSI 330 and various courses in music history. Experience with music historical research and the professor's teaching interests.