



JOB DESCRIPTION: Student Worker for Performing Arts

Name of Position: Student Worker for Performing Arts Office

Department: Performing Arts Division

Campus Location: Darbeth

Supervisor: Kristin Porter, Brian Winnie, Amber Peterson, Timothy Shook, and/or Jeremy Kirk

Length of Contract: 32 Weeks

Pay Rate: Minimum Wage

Job Purpose: Assistance with Office Needs

Job Responsibilities:

- Assist with answering telephones, faxing, filing correspondence, running errands of campus, stuffing envelopes, and making copies
- Greet office guests, answer questions and direct to proper individual(s)
- Data entry into a Microsoft Excel spreadsheet; database, etc.
- Departmental Communication Including Season Mailings
- Publicity and Promotion Including the Web Site
- Departmental Facts Accounting
- Student Facts Accounting
- Assessment Accounting
- Other administrative duties or special projects as assigned.

Qualifications:

- Experience Preferred
- Good Computer Skills
- The ability to handle confidential matters and to be professional
- Excellent communication skills and Detail Oriented
- Ability to work well with others
- Willingness to tackle new projects
- Ability to work between 1-20 hours per week
- Flexible Schedules

Skill Development Areas:

- Listening
- Time Management
- Student Learning

Evaluation: Student will be evaluated by supervisor throughout the job.