



JOB DESCRIPTION: Performing Arts Recruitment Assistant

Name of Position: Student Worker for Performing Arts Recruitment

Department: Performing Arts Division

Campus Location: Darbeth

Supervisor: Adam Lange

Length of Contract: Varies

Pay Rate: Minimum Wage

Job Purpose: Assistance with Recruitment Needs

Job Responsibilities:

- Assist faxing, stuffing envelopes, and making copies
- Data entry into a Microsoft Excel spreadsheet; database, etc.
- Other recruitment duties or special projects as assigned.
- Written and e-mail communication
- Prospect facts accounting
- Events Coordination

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.