

Student Job Description

Department: Visual Arts, Music, Theatre and Dance

Locations: Visual Arts Building

Supervisor's Name: Victoria Rotondi and Linda Goodman

Please indicate hours/shifts available: Mondays - Fridays, day time

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Student Office Assistant

Duties and Responsibilities: All office and clerical work as assigned, including

- Photocopying and scanning
- Assist professors as needed
- Answer department telephone and transfer calls appropriately
- Staff office when staff are out - lunch time, meetings, etc.
- Post event fliers, assist with campus mailings
- Answer questions from visitors
- Mail distribution
- Miscellaneous duties as assigned

Qualifications for the Position:

- Dependable and professional
- Clerical skills
- Computer literate, knowledge of Macs a plus