**Student Job Description**

Department: Visual Arts, Music, Theatre and Dance

Locations: Visual Arts Building

Supervisor's Name: Kathie Herrington 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 -

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

Qualifications for the Position:

• Computer literate, knowledge of Macs a plus
• Dependable and professional
• Clerical skills are helpful, but not mandatory