Student Job Description

Department: Music
Location: Taylor Music Center

Supervisor's Name: Professor Hilary Tann

Please indicate hours/shifts available: days, nights and weekends

Rate of Pay: minimum wage

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

Duties and Responsibilities:
• Act as special liaison for Professor Tann for music theory classes, which use Finale music notation programs
• Check all computers, keyboards, ear phones and hook-ups in the Music Technology Room (Taylor Music Center, Room 122) to make sure they are working properly. Fix equipment if possible, otherwise report items that need attention.
• Act as a liaison between the Music Department and ITS

Qualifications for the Position:
• Must be available on Monday evenings for at least two hours to assist students notating compositions in Finale for their class on Tuesdays
• Computer and music literacy, knowledge of Finale
• Must be reliable, flexible, efficient and personable