**CWRU Department of Music**

**Job Title**: Student Office Assistant & Student Ambassador

**Hours**: 4-6 hours per week

**Job Type**: Federal Work Study Required

**Pay Rate**: $10.00/hour

**Supervisor**: Jennifer Wright, Coordinator of Department Operations & Undergraduate Recruitment

**Job Description**

Seeking an energetic, self-motivated person for the position of Student Office Assistant, Music. This position will assist with the daily operations within the Department of Music, recruiting, and marketing/publicity. The Office Assistant must enjoy working with the public, be able to solve problems quickly and courteously, demonstrate excellent customer services skills, have a strong understanding of office work, and be willing to learn. This student should be comfortable navigating social media platforms and have basic design skills (training provided). Each student is expected to work 4-6 hours weekly on average, which will primarily include daytime hours Monday-Friday. Hours may fluctuate depending on campus and department activity.

**General Requirements**

1. Provide appropriate information about the department and give clear campus directions to prospective students or visitors by phone/email or in person.
2. Properly handle mail and delivery services such as USPS, FedEx, and UPS, and ensure correct delivery to individuals.
3. Assist with Recital Class performance schedule, attendance, and programs.
4. Assist with mailings and posting event flyers.
5. Check department equipment and keys in and out.
6. Provide front desk operations and clerical office duties including answering telephones, filing, stocking supplies, operating copier and fax machines, maintaining classrooms and practice rooms, copy room and storage areas as needed.
7. Update mailboxes/directories as needed.
8. Provide office coverage while the Coordinator of Department Operations is out.
9. Help with marketing and publicity (social media, posters, programs, etc.).
10. Assist department staff as needed.
11. Represent CWRU Music as a student ambassador.

**Qualifications**

To perform this job successfully, an individual must be able to perform each general requirement satisfactorily, and possess the following skills:

**Language Skills**

* Ability to read and interpret documents such as office manuals, college publications and maps.
* Ability to write routine reports and correspondence.
* Ability to communicate well, on the phone and in writing.
* Strong organizational skills and attention to detail.

**Computer Skills**

* Competency in Microsoft Office, Access, Word and Excel preferred.
* Basic knowledge of Canva Design.
* Comfortable navigating Social Media.
* Understanding of Gmail and Google Documents

**Physical Demands**

* Frequently required to sit at desk, reach, and/or kneel.  Must be able to lift/move music equipment up to 25 pounds.

**Terms of Employment and Compensation**

* The Office Assistant must be a full-time undergraduate student with at least a 3.0 cumulative grade point average and in good academic standing. This position begins at a Class I per the CWRU Student Employment Handbook ($10.00/hour).

**Apply**

Email **Jennifer Wright** with resume and letter of interest by **August 30, 2019**: Jennifer Wright, <jmh207@case.edu>, Coordinator of Department Operations (Music).