Federal Work Study Job Description

Part 1: Department Information

<table>
<thead>
<tr>
<th>Department: Music</th>
<th>Job Title: Music Department Administrative Assistant</th>
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<tbody>
<tr>
<td>Supervisor: Matthew Shippee</td>
<td>Ext: 1228</td>
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Part 2: CWS Position Description

Description

Assist chairperson in various department administrative tasks ranging from publicity and recruitment to community event flyering and website maintenance. Candidate must possess ability to work independently on deadlines.

Minimum required skills needed

Word processing with knowledge for making flyers, programs, etc. Must have readily available access to computer.

Preferred Skills

Excel, wordpress, other web-based design and functionality.

Additional Information, if applicable

This is one of two department positions.

Submitted by: Matthew Shippee Date: 9-17-2021