



**Job Title:** Office Assistant

**Department/Office:** Music/MU 137

**Hours:** M-F 8am-5pm; some evenings and weekends

**Pay:** \$8.00

**Job Posting Date:** 7/12/18    **Job Closure Date:** until filled

**Requirements:**

- Degree-seeking student, enrolled in at least 6 credit hours at CC or a partnership institution.
- Good academic standing.

**Applicants need the following skills and qualifications:**

Basic music knowledge preferred. Clerical experience desired: organizational skills, telephone etiquette, computer skills including the ability to type 35 wpm and Microsoft Office knowledge. Ability to take direction, maintain confidentiality, handle money, be dependable, and take initiative when unsupervised.

**Essential Job Duties:**

Deliver errands across campus, assist Academic Assistant, Office Assistant, and faculty with projects, assist in tickets sales for events and festivals, assist during convocation, maintain Music Department bulletin boards, work as a stage assistant for music department concerts and recitals.

**Expectations:**

Punctual, professional, cheerful, dependable team player.

**How to Apply:**

Complete online application: <https://form.jotform.com/kcoe/student-employment-application>

We will then call you to arrange an interview.

**Supervisor:**

Name: Kathy Coe

Phone: 268-2606

Email: [kcoe@caspercollege.edu](mailto:kcoe@caspercollege.edu)