SOUTH DAKOTA SCHOOL OF MINES TECHNOLOGY

FEDERAL WORK-STUDY
JOB DESCRIPTION

Academic Year 2009-2010

Department: Music Activities

Department Head: Dr. James D. Feiszli

Department Location Building name and Room No: King Center 124

Department Telephone No: 605-394-2433

Number of Positions to be filled: 4

Average number of hours per week each student would be expected to work: 10

Specific qualifications or experience (i.e. Computer Science majors):

Good organizational and people skills. Ability to work without direct supervision and to handle responsibility is a necessity. Basic Microsoft Office software skills desirable. Knowledge of music or electronic music equipment desirable, experience with or desire to learn audio recording technology and you may be hired permanently!

Specific duties:

Assist Director of Music and Music Office Secretary in organization, operation, and maintenance of Music Office and music facilities. [includes organization and inventory of music, musical instruments and equipment and Electronic Music Laboratory computers and hardware]; departmental inventory as required; set up for music rehearsals and classes; maintenance of all or part of music library; supervision of music facilities; phone answering; message taking; other duties as assigned.