



## *Adrian College*

**Student Employer:** Adrian College - 110 S. Madison St. Adrian MI 49221

**Department:** Adrian Symphony Orchestra

**Supervisor:** Libby Watson - [lwatson@adrian.edu](mailto:lwatson@adrian.edu)

**Job Title:** **Student Worker:** ASO Office Assistant

**Location:** ASO Office, Mahan Hall

**Purpose of Position:** To assist the Adrian Symphony Orchestra with tasks.

**Beginning and End Date:** 2024-2025 Academic Year

### **Job Description:**

General office help which includes making photocopies, phone calls, answering phones, poster distribution on campus and to area businesses, mailings concert preparation, pulling from storage items used for concert receptions, work concerts as ushers, and post-concert clean up.

**Rate of Pay:** This is a part time student employment position at \$10.33 for hours worked.

**Hours:** Up to 8 hours per week unless otherwise approved.

**Required Job Skills:** Good communication skills. Able to meet and speak to people in a pleasant, friendly manner. Able to take messages and communicate with office personnel. Be responsible and dress appropriately for an office environment and events.

### **Remarks:**

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes