

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: Fine Arts

PURPOSE OF JOB: Performs a variety of administrative, clerical duties and projects, which enhances the effectiveness of the College of Fine Arts.

DUTIES AND RESPONSIBILITIES:

1. Answer telephone for the department in a prompt, courteous, professional, and accurate manner
2. Greet visitors in a pleasant, professional manner and answer questions regarding the department and faculty, and the activities of the department
3. Set up and maintain databases, filing and record systems which facilitate easy access for faculty
4. Assist with answering student questions
5. Provide back-up to other office staff as necessary
6. Route all calls and mail
7. Produce fliers, sign-ups etc. as needed
8. Perform other duties as required depending on the needs of the department and assigned by the supervisor
9. Assist with maintenance of music library and ongoing inventory of the department
10. Is available during College Days and Fine Arts Festival and department recitals

OVERALL JOB QUALIFICATIONS:

Computer Skills: Understanding of and experience with computer systems and software packages

Abilities: Superior written and verbal communication skills. Excellent problem solving and adaptation skills and client service skills. Strong initiative, attention to detail and organizational skills

Department Training/Knowledge: must be a music/ worship leading/ music pastor/ performance/ recording artist or music ed major.