

Howard Community College

Workstudy Job Description

Job Number:	245
Job Title:	Theatre & Dance Office Assistant
Department Name:	Theatre & Dance
Supervisor Name:	Darius McKeiver
Supervisor Phone #:	443-518-3143
Supervisor Email:	dmckeiver@howardcc.edu
Employer Address:	HVPA-210C, 10901 Little Patuxent Pkwy, Columbia, MD 21044
Location Student Will Work <i>(If Different from Above):</i>	On-Campus

Job Description and Responsibilities <i>(include job purpose):</i>	<p>The purpose of this position is to provide high quality assistance with daily operations for the Department of Dance Theatre & AV Production, (DTAV). The DTAV Assistants provide clerical and production related support. We are looking for an energetic, upbeat student with great communication skills, and can work independently.</p> <p>Clerical responsibilities:</p> <ul style="list-style-type: none"> · greet guests · create and organize files using word processing and spreadsheet applications. · assist with event planning set-up, and clean-up · special administrative projects <p>Other responsibilities include:</p> <ul style="list-style-type: none"> · Organizing and general upkeep of Acting Studio and Dance Studios · updating bulletin boards, online calendars, display case displays · preparations for events and meetings · Physical labor hours: involving the re-stocking, setup, and pulling of props and wardrobe pieces from the off-campus locations will be required by students. Student will be transported and supervised by a full-time faculty and/or staff member.
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Qualifications / Experience Required:	<p>Experience Required: Knowledge of word processing applications, spreadsheet applications, Facebook, Instagram, and YouTube account posting needed; able to lift 40 pounds and effectively utilize cleaning equipment; friendly and eager for work.</p> <p>Preferred: Someone who is creative with experience designing flyers and promotional materials, knowledge of Canvas is a plus. Student with theatre, dance, or audio-visual knowledge.</p> <p>Other Qualifications include:</p> <ul style="list-style-type: none"> · Knowledge of Microsoft Office (Excel, Word, PowerPoint, and Publisher), web browsers, and Canvas · Excellent writing and verbal communication skills · Detailed oriented and the ability to multitask · Organizational skills · Exercising tact and discretion in handling confidential matters · Ability to work as part of team (or work independently) · Willingness to learn new tasks · Integrity, punctuality, and dependability · Able to lift 40 pounds · Able to effectively utilize cleaning equipment
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Pay Grade	2
Pay Rate	\$13.00 (Year 1) \$13.25 (Year 2)