

Howard Community College

Workstudy Job Description

Job Number:	286
Job Title:	Office Assistant
Department Name:	Music Department
Supervisor Name:	James Bailey
Supervisor Phone #:	443-518-4297
Supervisor Email:	JBailey@howardcc.edu
Employer Address:	HVPA-260C, 10901 Little Patuxent Pkwy, Columbia, MD 21044
Location Student Will Work <i>(If Different from Above):</i>	

Job Description and Responsibilities <i>(include job purpose):</i>	<p>Assist with responding to basic inquiries in person and via telephone.</p> <p>Assist with copying, data entry, filing, cataloguing, updating bulletin boards, online calendars, and display case displays, and with preparations for events and meetings.</p> <p>Assist with maintaining pianos in the department, specifically monitoring the humidity control system on the piano and adding water when needed.</p> <p>Create events on social media throughout the year.</p> <p>Assist with organizing Choral Library and update Choral Music Catalogue.</p> <p>Assist at concerts and events when needed.</p>
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Qualifications / Experience Required:	<p>Good computer skills, good organizational and interpersonal communication skills required.</p> <p>Prefer student with musical knowledge.</p> <p>Knowledge of Microsoft Office programs required.</p> <p>Knowledge of Facebook and YouTube account posting needed.</p>
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Grade Level	2
Hourly Wage	\$13.00 (Year 1) \$13.25 (Year 2)