UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

JOB TITLE: Office Design Assistant

DEPARTMENT: Music

ADDRESS: Booker Hall of Music (#38), Room 117

TELEPHONE: 289-8277

SUPERVISORS: Linda Smalley, Administrative Coordinator
Dr. Jeffrey Riehl, Music Chair

JOB SUMMARY: In partnership with the Music Department’s Administrative Coordinator, provides clerical and office assistance in a busy, pleasant, creative work environment. Preferred work hours: Approximately 1.5 to 2 hours every day, 7-10 hours per week. However, days and hours can be flexible.

PRIMARY DUTIES:
1. Primary responsibility is assisting in the creation of promotional posters and printed programs for the department’s Free Music Concert Series (approximately 12 - 15 concerts each semester); student recital programs (approx. 10 annually, usually in the Spring); and MUS 095/Repertoire Class student performances programs (approx. 4 per semester). Programs are created using Adobe InDesign software (pre-set templates) and/or Microsoft Word.
2. Pick up printed programs and concert publicity posters from UR Printing Services. Take posters around campus for display; retrieve posters for discarding after concerts.

SECONDARY DUTIES:
1. Perform general clerical duties (copying, mailing, filing, on-campus errands) and assist with rental of music instruments and assigning music lockers.
2. Assist Music Department faculty and students, as needed, and greet visitors, including occasional prospective students and families. Cover as office receptionist in Administrative Coordinator’s absence.

QUALIFICATIONS:
Must be dependable. Good working knowledge and ability in Adobe InDesign software and Microsoft Word, using Macintosh computer. If no experience with InDesign, excellent working knowledge of Publisher is acceptable, but job candidate must be willing to learn the Adobe software. (Some on-the job training will be provided.) Able to work independently and to focus on detailed tasks. Should exhibit initiative and good work ethic. Music and/or graphic design background helpful, but not required.

For Student Employment office use only

wage rate: Level II
index: 6301

February 1, 2016