



## **JOB DESCRIPTION: Performing Arts Recruitment Aid**

**Name of Position:** Student Worker for Performing Arts Recruitment

**Department:** Performing Arts Division

**Campus Location:** Darbeth

**Supervisor:** Kristin Porter, Timothy Shook, and/or Allyson Moon

**Length of Contract:** 32 Weeks

**Pay Rate:** Minimum Wage

**Job Purpose:** Assistance with Recruitment Needs.

### **Job Responsibilities:**

- Assist faxing, stuffing envelopes, and making copies
- Data entry into a Microsoft Excel spreadsheet; database, etc.
- Other recruitment duties or special projects as assigned.
- Written and e-mail communication
- Prospect facts accounting
- Events Coordination

### **Qualifications:**

- Experience Preferred
- Good Computer Skills
- The ability to handle confidential matters and to be professional
- Excellent communication skills and Detail Oriented
- Ability to work well with others
- Willingness to tackle new projects
- Ability to work between 1-20 hours per week
- Flexible Schedules

### **Skill Development Areas:**

- Listening
- Time Management
- Student Learning

**Evaluation:** Student will be evaluated by supervisor throughout the job.