Federal Work-Study Position Available

**Today’s Date: 7/5/2011**

**Hiring Department:**
Music Department

**Desired Start Date:** September 1, 2011

Daytime hours 8:00 AM - 5:00 PM

**Employment Hours:** (Student Assistants are also required to work evening concerts).
Concerts are usually on Tuesday or Saturday Evenings

**Job Position Title:** Music Department Student Assistant

**Job Description & Duties:**
Student assistants working in the Music Department primarily work daytime hours in the Music Library located in FH#16. Student assistants learn how to maintain the holdings in the Music Library. Assets include Audio CDs, DVDs, VHS, Vocal Scores, sheet music and other music literature. Student assistants also make copies and work with members of the music faculty directly. Other duties include working as ushers at our concerts and as technical assistants working with sound and lighting equipment.

**Supervisor’s Name:** Steve Biondo

**Supervisor’s Contact Info:** 909.593.3511 Ext. 4917, Email: sbiondo@laverne.edu

**WE HAVE SIX POSITIONS AVAILABLE. ALL OF THE DUTIES AND REQUIREMENTS ARE THE SAME FOR ALL SIX POSITIONS.**