

JOB TITLE	Student Asst – Advising
DEPARTMENT NAME	School of Music
JOB LOCATION	Music 116
CONTACT/SUPERVISOR	Brenda Banks/Jennifer Grahl
PHONE NUMBER	206-543-1239
EMAIL ADDRESS	blbanks@u or grahlj@u
BOX NUMBER	353450
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [X] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [X] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$9.00/hr

Duties and Responsibilities:

Manage reception area; assist advisors with clerical and administrative tasks; opportunity to act as peer advisor, answering general student questions; process database updates; schedule appointments; filing; respond to phone and email inquiries; assist on various projects as needed.

Minimum Qualifications:

Music major preferred. Database and word processing experience desired; counseling experience helpful; enjoy working with students and have initiative to research answers and accomplish tasks with minimal supervision.

Educational Benefits:

Learn advising procedures and how to help undergraduates schedule their own program within College of Arts and Sciences; exposure to counseling techniques.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
 51% Comp. to Classified: Yes [] No []
 State [] Federal []
 Open [] Closed []

JOB NUMBER:

11MUSI02

JOB CATEGORY:

OFFICE/ADMIN