

JOB TITLE	Student Assistant-Public Relations
DEPARTMENT NAME	School of Music
JOB LOCATION	Music Bldg, room 109
CONTACT/SUPERVISOR	JoAnne De Pue
PHONE NUMBER	(206 543-1186)
EMAIL ADDRESS	jdepue@uw
BOX NUMBER	353450
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [<input type="checkbox"/>] Acad Year Only [<input checked="" type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>] up to 19 hrs/wk [<input type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	\$9.00/hr (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Mail preparation for high volume of press releases, flyers, and other marketing materials, including duplicating press releases, labeling and stuffing envelopes, etc.
Posting flyers in the School of Music, Meany Hall, and other campus locations.
Updating display cases in the School of Music.
Special assignments as needed.

Minimum Qualifications:

Must be reliable and accurate, and interested in promoting School of Music events. A good eye for display arrangements a plus. Prefer English or Communications major, and/or experience in nonprofit public relations and community outreach.

Educational Benefits:

Diverse experience in a full-service public relations office. Practical writing experience and sample for portfolio. Exposure to fine arts environment.

OFFICE USE ONLY

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

JOB NUMBER:

11MUSI09

JOB CATEGORY:

ARTS/MEDIA
