

**TRINITY VALLEY COMMUNITY COLLEGE
FEDERAL WORK-STUDY
JOB POSTING**

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Music Department Workstudy</u>
DEPARTMENT	<u>Vocal Music</u>
REQUESTOR - SUPERVISOR	<u>Dr. Byron McGilvray</u>
OFFICE (Bldg & Room #)	<u>FA 105</u>
OFFICE PHONE #	<u>903-675-6351</u>
OFFICE CONTACT HOURS	<u>8:30-4:30</u>
# OF STUDENTS NEEDED	<u>3</u>
# OF HOURS PER WEEK	<u>10 each</u>

QUALIFICATIONS REQUIRED Must be able to read music, have a fundamental knowledge of musical time periods, and be able to work with and create a spreadsheet

DUTIES music library upkeep, filing, copying and data entry

PRE-SCREENING QUESTIONS Do you understand the classification of voices?

Are you knowledgeable about the various musical time periods?

Are your computer skills average?

OTHER PERTINENT INFO Team player, able to work independently
