School of Music Workstudy Job Description -
Office Staff

Reports to: School of Music Staff
Hours Approved by: Christenia Alden-Kinne
Estimated hours p/wk: 5 – 10+; (SOM Office hours 8:00 a.m. – 4:30 p.m.)
Wage Band:
- First semester employees – Wage Band 2;
- 2 - 4 semester employees – Wage Band 3
- 5 + semester employees – Wage Band 4

Job Description: The School of Music office is a busy dynamic work environment. Office Staff work with the public, faculty, SOM staff and students. Their responsibilities include:
- Reception Duties – May be asked to answer questions and answer phones. Employee will be interacting with members of the public, students, potential students and their parents.
- General filing & Database entry – Employee will handle some sensitive materials and must be aware of FERPA and UMaine System guidelines for handling of money or both electronic and physical secure records.
- Research – Employee needs to be able to access computer based search engines
- Duties as assigned