

Student Employment Job Description

Job Title:	Music Assistant: Choral Library & Social Media
Department:	Visual Arts & Music Dept
Rate of Pay:	2026/27 AY \$15.00 Per Hour
Location:	Columbia College 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 23, 2027
Supervisor:	Dr. Cat Sandstedt
Purpose/Summary:	The student worker will assist the Visual Arts & Music Department with organizing, digitizing, and maintaining the choral music library. This position will also support music faculty with departmental social media, event documentation, bulletin board updates, and selected recruitment-related tasks.
Essential Functions:	• Organize and begin digitizing the physical choral music library. • Add information to choral music records to improve organization and accessibility. • Assist with distributing, collecting, and inventorying music. • Maintain the bulletin board in the Dorsey Hallway outside the Jane Froman Studio. • Assist with recruitment-related tasks, which may include preparing merchandise bags, tracking inventory, communicating supply needs, and suggesting affordable recruitment merchandise ideas. • Support music faculty with departmental social media accounts, including Instagram and Facebook. • Attend selected events to take photos and videos for social media use. • Send event photos to Dr. Bethanie Irons for posting on the Visual Arts & Music website. • Research social media best practices and current trends. • Perform other related duties as assigned within the scope of student employment.

Qualifications:	• Current Columbia College student in good academic standing. • Ability to read, write, and communicate effectively in English. • Strong communication, interpersonal, customer service, and organizational skills. • Ability to work independently and as part of a team, with or without direct supervision. • Reliability, punctuality, and ability to follow through on assigned tasks. • Basic proficiency with email, calendars, Microsoft Office or Google Workspace, and web-based tools. • Ability to follow written and verbal instructions. • Interest in music, arts administration, library organization, social media, communications, or recruitment preferred. • Ability to maintain professionalism and confidentiality when supporting department work.
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