



Student Assistant

Music Department

Fall 2023 & Spring 2024

Duties/Responsibilities: This is a broad position with tasks including but not limited to: audio engineering and recording Department Events, videography and live streaming, audio and video editing, events planning and management, communications and marketing, graphic design, web design and management, logistics and operations, copywriting, archiving and document preservation, and social media. Students may also be asked to help set up instruments and equipment.

Qualifications: Must be responsible and reliable. Prior Music experience preferred but not required. Must be responsible and reliable. General office skills (use of printer/scanner, filing knowledge), and technical skills for performance set-up preferred.

Start date: August 20, 2023

End date: May 11, 2024

Work Schedule: Scheduling for this position varies and is dependent on the scheduling of department performances, Choi Studio, & orchestra needs.

Hours Per Week: Hours for this position varies and is dependent on the scheduling of department performances, Choi Studio, & orchestra needs.

Starting pay rate: \$16.78

Work Award: Yes

To apply, please submit your student employment [application](#) to npangilinan@oxy.edu & azhu3@oxy.edu.