

Scholarship Work Positions
Guidelines & Job Descriptions
2019– 2020

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**Note: RA and SGA positions, and thus scholarships, are handled internally by the Office of Students.*

Scholarship Application

https://docs.google.com/forms/d/e/1FAIpQLSeVM4Lm72Na8pwYa2L38FEuOFj8WswTL1HoCVvCJn6_txeXMQ/viewform

Guidelines: 2019 - 2020 Academic Year

Below are general guidelines for all scholarship work positions:

- 1) You must apply for each scholarship work position. Applications can be found here and close May 10 (returning students) and July 1 (new students)
https://docs.google.com/forms/d/e/1FAIpQLSeVM4Lm72Na8pwYa2L38FEuOFj8WswTL1HoCVvCJn6_txeXMQ/viewform
- 2) You will be notified that you have been granted a work service scholarship and your position will be confirmed
- 3) By signing the confirmation of acceptance letter, the student is pledging to serve the required number of hours per week (normally 12 hours, unless otherwise contracted), as well as abide by all scholarship requirements listed in the specified job description.
- 4) Student is responsible to set an initial meeting with staff supervisor for instruction about the job and setting up a weekly work schedule.
- 5) Student is responsible to set an initial meeting with staff supervisor for instruction about the job and setting up a weekly work schedule.
- 6) Student is responsible to regularly log their hours on the Google form
- 7) Student is responsible for working up to 168 hrs. /semester (approximately 12hrs/week), unless otherwise noted in a specific student's job description details and confirmed by both the Financial Aid Manager and the student's staff supervisor
- 8) Student is expected to make-up any hours due to such activities as school field trips, weather inclement days, sick days, Lecture Series, as well as semester weeks in which the college is partially open during that week (i.e., open Mon-Wed, but not Thurs-Fri).
- 9) For any hours not completed by the end of the semester, a portion of the scholarship is taken away and the balance must be paid back in tuition to the Business Office.
- 10) The minimum GPA required to hold one of these positions is 2.5, with some positions requiring higher. Failure to meet the requirements of the role or maintain the GPA requirements will result in losing the student work scholarship between semesters

Admissions Office Aide

Admissions Department

Hours Per Week: 12

Position Overview:

Admissions Office Student Aide will perform functions on behalf of the VP of Advancement, Director of Enrollment and Director of Admissions. This will include, but is not limited to, clerical and administrative duties.

Key Responsibilities:

- Provide administration support for the Admissions Office.
- Organize and assemble Admissions distribution materials.
- Assist with mailings and filing.
- Assist with Admissions programming/events.
- Data entry.

The Admissions Office Aide reports to the Director of Enrollment. They will hold regular office hours throughout the week where they will assist in the ongoing functions of the Admissions Office. They will consult with the appropriate Admissions Office staff overseeing each of the above areas.

Qualifications:

- Must sign confidentiality agreement.
- Full-Time Visible Music College student with a 3.0 GPA.
- Must be a team player and detailed oriented.
- Excellent communication skills are essential.
- Ability to listen carefully, follow instructions, and work independently.
- Appropriate dress for office environment required.
- Must be punctual and reliable.

Transferable Skill Sets:

- time management
- organizational skills
- responsibility
- confidentiality
- professional communication skills

Advancement Assistant

Advancement Department

Hours Per Week: 12

Position Overview:

The Advancement Assistant will facilitate communication and administration within and on behalf of the Advancement Department. This will include clerical, administrative, and customer duties, event planning, newsletter coordination, as well as opportunities for advertisement for the benefit of the college.

Key Responsibilities:

- Enter and follow up with all donations made to VMC
- Update DonorPerfect and MailChimp weekly
- VMC E-Newsletter
- Prep for board meetings
- Payroll deductions and end of the year totals
- Network For Good
- Help coordinate and put together mail outs for events, year end letters, and special thank you's.
- Organize music and design invitations for Redbirds Events

The Advancement Assistant reports to the Vice President of Institutional Advancement. They will hold regular desk hours throughout the week and will always keep in mind that they give the first impression of Visible Music College to visitors, donors, board members, and potential applicants.

Qualifications:

- Full time student that meets minimum GPA requirements.
- Organized and clean, maintains a professional appearance
- Ability to multitask Professional communication and customer service skills - both written and verbal
- Basic knowledge of Excel, Word, Pages, DonorPerfect, MailChimp, MailMerge, and Network For Good.

Transferable Skill Sets:

- Organization & reliability
- Professional written & verbal communication skills
- Donor relations
- Ability to take initiative, problem solve, and think critically
- Ownership of environment
- Data entry skills

Library Aide

Library Department

Hours Per Week: 12

Position Overview

The Library Aide will be responsible for various Library functions such as cataloging, shelving and access services.

Key Responsibilities

- Catalog LPs.
- Administers check-out and check-in procedures for borrowed resources.
- Shelves books and CDs.
- Answers basic reference questions from fellow students.

Qualifications

- Full time student that meets minimum GPA requirements.
- Capable of working in an organized and structured environment.
- Responsible and organized person.
- Physically comfortable moving heavy books and/or boxes of LPs and CDs, standing on step stools, and positioning to reach low shelves.
- Comfortable working with minimal supervision and enjoys interacting with patrons.
- Desires to model his/her Christian faith and professionalism through his/her demeanor, attitude, and service.

Transferable Skill Sets:

- Organization, analysis, and description of Sound Recordings
- Data Entry
- Customer Service

Direct Supervisor

Student workers will report to Christy Nini.

Administrative Assistant to VP of Academics

Academics

Hours Per Week: 12

Position Overview:

Administrative Assistant to the VP of Academics will involve such areas as clerical, administrative and communication duties.

Key Responsibilities:

- Organize VP of Academics files & documents.
- Make phone calls/send emails on behalf of the VP of Academics.
- Assist VP of Academics with administrative duties such as reports, meeting prep, copies, etc.

The Administrative Assistant to the VP of Academics reports to the VP of Academics. They will hold regular office hours throughout the week where they will take care of ongoing projects & weekly business.

Qualifications:

- Full time student that meets minimum GPA requirements.
- Non-freshman student.
- Familiarity with *Numbers*, *Pages*, Microsoft Office, Microsoft Excel, Google docs.
- Ability to integrate numerical information from staff and pursue late or missing information as needed.
- Knowledge of management practice is desired, but not necessary.
- Good writing & phone skills are a plus.

Transferable Skill Sets:

- Hospitality
- Initiative
- Time/scheduling management
- Organization
- Written/phone communication skills
- Project management

Business Office Aide

Business Department

Hours Per Week: 12

Position Overview:

Business Office Student Aide will perform functions on behalf of the VP of Business, Business Office Manager and Financial Aid Manager. This will include, but is not limited to, clerical and administrative duties.

Key Responsibilities:

- Provide administration support for the Business and Financial Aid Office.
- Organize and assemble Financial Aid distribution materials.
- Assist with mailings and filing.
- Data entry.

The Business Office Aide reports to the Business Office Manager. They will hold regular office hours throughout the week where they will assist in the ongoing functions of the Business and Financial Aid Office. They will consult with the appropriate Business Office staff overseeing each of the above areas.

Qualifications:

- Must sign confidentiality agreement.
- Full-Time Visible Music College student with a 3.0 GPA.
- Must be a team player and detailed oriented.
- Excellent communication skills are essential.
- Ability to listen carefully, follow instructions, and work independently.
- Appropriate dress for office environment required.
- Must be punctual and reliable.

Transferable Skill Sets:

- time management
- organizational skills
- responsibility
- confidentiality
- professional communication skills

Event Coordinator Assistant

Operations Department

Hours Per Week: 12

Position Overview:

The Event Coordinator Assistant will help with the organization & administration of both internal Visible events and Rental events (as when an outside company rents the campus building). This will include clerical, administrative, communicative and other such duties, as well as opportunities for marketing & research.

Key Responsibilities:

- Organize set-up for Visible events, including communication with necessary staff.
- Organizing student custodial workers for the set-up of Visible events.
- Organize and oversee all incoming calls & emails in regards to Rental events.
- Research and report back how best to market Visible's campus for Rental events
- Organize custodial workers for the set-up of Rental events
- Attending to other clerical and administrative details in the Operations Dept.

The Event Coordinator Assistant reports to the Operations Manager. They will hold regular desk hours throughout the week and will maintain a good working environment with staff & students.

Qualifications:

- Full time student that meets minimum GPA requirements.
- Organized.
- Ability to multitask.
- Professional communication and customer service skills - both written and verbal.
- Desiring good typing skills, but not necessary.

Transferable Skill Sets:

- Organization & reliability
- Time management
- Customer service
- Professional written & verbal communication skills
- Ability to take initiative, problem solve, and think critically
- Ownership of environment
- Working with team

Front Desk Attendant

Operations Department

Hours Per Week: 12

Position Overview:

The Front Desk Attendant will facilitate communication and administration within and on behalf of the Operations Department. This will include clerical, administrative, and customer duties, as well as opportunities for marketing & research for the benefit of the college.

Key Responsibilities:

- Answer and direct incoming phone calls
- Sort and deliver mail
- Facilitate the greeting and signing in of visitors
- Control of the exterior security doors
- Marketing research
- Selling merchandise for hospitality center

The Front Desk Attendant reports to the Operations Manager. They will hold regular desk hours throughout the week and will always keep in mind that they give the first impression of Visible Music College to visitors, donors, board members, and potential applicants.

Qualifications:

- Full time student that meets minimum GPA requirements.
- Organized and clean, maintains a professional appearance
- Ability to multitask
- Professional communication and customer service skills - both written and verbal

Transferable Skill Sets:

- Organization & reliability
- Customer service & making introductions
- Professional written & verbal communication skills
- Ability to take initiative, problem solve, and think critically
- Ownership of environment

Front Desk Courtesy Operations Department

Hours Per Week: 12

Position Overview:

The Front Desk Courtesy position will work within and on behalf of the Operations Department. This will include administrative, customer service, and minor building management duties.

Key Responsibilities:

- Keep an eye on the front doors and appropriately address any suspicious activity
- Insure the safe foot-travel of students returning to the dorms after building hours
- Make sure all the lights are turned off at the end of your shift
- Take initiative to tidy/clean areas that need it

The Front Desk Courtesy position reports to the Vice Presidential Team Assistant. They will hold regular desk hours throughout the week and will take personal responsibility for the state of the building and the safety of its occupants.

Qualifications:

- Full time male student that meets minimum GPA requirements
- Proven track record of responsibility and wise decision-making
- Ability to work independently
- Reliable and Punctual

Transferable Skill Sets:

- Ownership of environment
- Vigilance
- Ability to take initiative, problem solve, resolve conflict, and think critically

Marketing Support Assistant

VP of Business: Marketing

Hours Per Week: 12

Position Overview:

A student position supporting the Marketing Manager of the College.

Key Responsibilities:

- Complete requested tasks given by the Marketing Manager.
- Assist in the promotion of the college using social media
- Assist in the management of the College's Merchandise.
- Assist in the implementation of branding standards and procedures of the Marketing Department.

The Student Marketing Support Assistant reports to the Marketing Manager. He or she will be accountable to office hours during a regular work week. The student is expected to complete tasks by deadlines and present themselves professionally when working and communicating with vendors outside the College. The student will work independently with little supervision from the Marketing Manager. He or she is expected to complete major/minor marketing tasks for the College.

Qualifications:

- Student that has an interest and skill in marketing, visual merchandising, and social media.
- Must be familiar with Social Media (Facebook, Twitter, Instagram, etc.)
- Able to present themselves in a professional manner when communicating (email, phone, personal contact etc.)
- Must have a high standard for completing tasks with attention to detail, includes meeting deadlines.
- Must have a 3.00 GPA (current student) or a 3.50 GPA (new-incoming student).

Skill:

- Photography and videography (ideal but not required)
- Creative insight
- Excellent written and verbal communication skills
- Organizational skills
- Ability to work to deadlines

Music Business Assistant

Music Business Department

Hours Per Week: 12

Position Overview:

The Music Business Assistant will facilitate communication and administration within and on behalf of the Music Business Department. This will include clerical and administrative duties as well as functions within the music business field.

Key Responsibilities:

- Assist instructors with administrative duties such as class prep, copies, etc.
- Work with Lab Project captains to facilitate organization and communication.

The Music Business Assistant reports to the Music Business Department Chair. They will hold regular office hours throughout the week where they will take care of ongoing projects and responsibilities as assigned by the department chair. They will consult with the appropriate Music Business faculty overseeing each of the above areas.

Qualifications:

- Second-year students with a minimum *B* average and 85% attendance in all classes.
- Familiarity with *Word, Excel, Numbers, Pages, Power Point, Keynote, ProPresenter*, and Google docs.
- Ability to integrate classroom information from students and pursue late or missing information as needed.
- Ability to use social media such as *Facebook, Twitter, Tumblr, etc to promote Music Business events*
- Good writing and communication skills are required.

Transferable Skill Sets:

- Organization
- Communication
- Responsibility
- Follow through
- Detail control

Modern Music Assistant

Modern Music Department

Hours Per Week: 12

Position Overview:

Modern Music Assistant will facilitate communication and administration within and on behalf of the Modern Music Department. This will include clerical and administrative duties as well as functions within the musical field.

Key Responsibilities:

- Take, track, and report on attendance for Worship and Performance Seminar.
- Administrate musical and program information for Performance Seminar.
- Assist instructors with simple administrative duties (class prep, copies, scans) and other special projects.
- Conduct Theory Tutoring once a week.
- Other tasks/duties as assigned by the Modern Music Department Chair.

The Modern Music Assistant reports to the Modern Music Department Chair. They will hold regular office hours throughout the week where they will take care of ongoing projects in addition to theory tutoring and taking attendance for worship and performance seminar. They will also consult with the appropriate Modern Music faculty overseeing any special or additional projects.

Qualifications:

- Second-year Modern Music student that has completed Music Theory 2 and Aural Theory 2 with a minimum *B* average in both.
- Familiarity with *Numbers*, *Pages*, *ProPresenter*, and Google docs.
- Ability to integrate musical information from students and pursue late or missing information as needed.
- Ability to use electronic media such as *Finale* to manipulate music manuscripts and charts.
- Knowledge of common stage management practice is desired, but not necessary.
- Good writing skills are a plus.
- Regularly make coffee for Modern Music faculty.

Transferable Skill Sets:

- Speaking and writing professionally.
- Independent management of small projects.
- Classroom teaching/tutoring experience.
- Time management & task responsibility experience.

Church Relationship Assistant

Worship Leadership Division

Hours Per Week: 6-8

Position Overview:

The Church Relationship Assistant will work alongside the head of the Worship Leadership Division concerning student placement and church relationships with Visible Music College. This will include communicating with current students, alumni, and area churches as well as managing the contact database for both students and churches.

Key Responsibilities:

- Gather information from students regarding interest in church placement
- Follow-through with each student that has expressed interest
- Manage a database of contacts on Google Drive
- Contact and follow-through with each church that has inquired about church placement
- Assist the Worship Leadership Division Head with Church Relationship Events

The Church Relationship Assistant reports to the Worship Leadership Division Head. They will hold regular office hours throughout the week where they will communicate with students and churches regarding church placement via email and phone. They will also manage the database of contact and placement information on Google Drive. They will bring a weekly update to the WL Division Head concerning progress made regarding church placement.

Qualifications:

- Second year student who meets the minimum GPA requirement
- Familiarity with *Numbers*, *Pages*, *Word*, and Google docs
- Ability to write emails with a high level of professionalism
- Ability to speak eloquently and clearly with confidence via phone or in person
- Good public relations skills including timeliness, consistency, customer service, friendliness, communication, availability, and respect
- Strong organizational skills
- Natural problem solving skills

Transferable Skill Sets:

- Problem solving and strategic thinking
- Punctual and professional communication both written and verbal
- Organization
- Follow through
- Customer Service
- Spreadsheet management and development

Guitar Division Assistant

Modern Music Department

Hours Per Week: 12

Position Overview:

The Guitar Division Assistant will facilitate communication and administration within and on behalf of the Guitar Division. This will include clerical and administrative duties as well as functions within the musical field.

Key Responsibilities:

- Transcriptions of various guitar material.
- Guitar Curriculum organization on server.
- Assist guitar instructors with administrative duties such as class prep, copies, etc.
- Sounding board for curriculum development.
- Guitar tutor.

The Guitar Division Assistant reports primarily to the Guitar Division Head and Instructor(s). They will hold regular office hours throughout the week where they will take care of ongoing projects in addition to guitar tutoring.

Qualifications:

- Second-year MM student that has completed Music Theory 2 and Aural Theory 2 with a minimum *B* average in both.
- Familiarity with *Numbers*, *Pages*, and Google docs.
- Ability to integrate musical information from students and pursue late or missing information as needed.
- Ability to use electronic media such as *Finale* to manipulate music manuscripts and charts.
- Good writing skills are a plus.

Transferable Skill Sets:

- Ear training
- Transcriptions
- Project development
- Communication
- Teaching

Drums Assistant

Modern Music Department

Hours Per Week: 10

Position Overview:

Drums Assistant will facilitate communication and administration within and on behalf of the Drums Department. This will include clerical and administrative duties as well as project management within the musical field.

Key Responsibilities:

- Assist with the organization and running of 'Drumathon.'
- Assist with the organization and running of Drums Youtube Channel
- Assist Simon Alexander with administrative duties such as emails, phone calls, class prep, copies, etc.
- The development of course material including aural transcriptions into Finale software.
- Maintain Drums Department equipment/ practice room logsheet.

The Drums Assistant reports to Drums Division Head. They will hold regular office hours throughout the week where they will take care of ongoing projects in addition to drum equipment maintenance and assigned administrative tasks.

Qualifications:

- Second-year MM drums student that has completed Music Theory 2, Aural Theory 2 and MUS 1331.
- Familiarity with *Numbers*, *Pages*, *Finale*, and Google docs.
- Ability to aurally transcribe drum set performances.
- Ability to use electronic media such as *Finale* to manipulate music manuscripts and charts.
- Good communication and organizational skills required.
- Good writing skills are a plus.

Transferable Skill Sets:

- Communication Skills written and verbal.
- Drum set and rhythm notation expert in Finale software.
- Event organization/project management.
- Time management.
- Entrepreneurial thinking.

Vocal Music Assistant

Modern Music Department

Hours Per Week: 10-12

Vocal Music Assistant will facilitate communication and administration within and on behalf of the Vocal Music Department. This will include clerical and administrative duties as well as functions within the musical field.

Key Responsibilities:

- Conduct individual and group tutoring sessions in warm ups, ear training, melodic dictation, and sight-singing melodies and rhythms, keeping pre/post session records when required.
- Administrate Practice Room online tutorial software.
- Assist supervising instructor with administrative duties such as class prep, copies, etc.

The Vocal Assistant reports to the Vocal Division Head. They will hold regular office hours throughout the week where they will take care of ongoing projects in addition to vocal tutoring.

Qualifications:

- MM student that has successfully completed MUS2351 Vocal Lesson (Level 2000 Benchmarks) with an *A* average and Music Theory 1 and Aural Theory 1 with a minimum *B* average in both.
- Familiarity with *Word*, *Pages*, *PowerPoint* and Google docs.
- Ability to integrate musical information from students and pursue late or missing information as needed.
- Ability to use electronic media such as *Finale* to manipulate music manuscripts and charts.
- Confidence in skills as a vocalist and skilled in sight-singing, music dictation, and *Finale*.
- Organizational skills and high comfort level in
- Good writing skills are a plus.
- Ability to work with other students, receive critique, and ask for help if/when needed.

Transferable Skill Sets:

- Experience tutoring students in music.
- Independent management of small projects.
- Time management & task responsibility experience.
- Dependability.

Vocal Music Assistant Accompanist

Modern Music Department

Hours Per Week: 12

The MM Vocal Music Assistant Accompanist reports to the Vocal Division Head. They will hold regular working hours throughout the week and will serve as accompanist for group vocal lessons, private lessons, and vocal solo/ensemble performances as assigned. Office hours, practice hours, and administrative duties will be assigned as needed.

Key Responsibilities:

Serve as piano accompanist for applied vocal labs, including private and group lessons, vocal ensembles, and for rehearsals and performances as assigned.

Assist supervising instructor with administrative duties such as class prep, copies, etc.

Qualifications:

- Advanced piano skills and confidence in skills as an accompanist.
- Ability to use electronic media such as *Finale* to manipulate music manuscripts and charts.
- Skilled in sight reading sheet music, lead sheets, and chord charts.
- Skilled in music dictation and Finale.
- Organizational skills
- Good writing skills are a plus.
- Ability to work with other students, receive critique, and ask for help if/when needed.

Transferable Skill Sets:

- Experience tutoring students in music.
- Independent management of small projects.
- Time management & task responsibility experience.
- Dependability.

Live Sound Assistant

Music Production Department

Hours Per Week: 12

Position Overview:

This position requires skills in audio technology and organization. This position will assist the MP department in various ways, including inventorying, event sound reinforcement, and audio support for Visible Music College.

Key Responsibilities:

- Run sound for non-curricular events at Visible Music College and on location as needed
- Inventory and organize the auditorium, audio equipment room and practice rooms
- Oversee Performance Seminar sound needs
- Maintain and repair live sound equipment as needed
- Mentor production students in live sound
- Weekly inventory live sound, practice room, and miscellaneous audio equipment
- Provide maintenance for audio equipment as needed
- Assist as needed for worship and concerts
- Assist with courses as a teaching aide as needed
- Provide sound reinforcement for events at Visible Music College and in the community
- Organize and maintain live sound and rehearsal spaces

This person reports to the Chair of the Music Production Department.

Qualifications:

- Second-year MPM student that has minimum required GPA
- In-depth knowledge of the Visible Music College live sound systems
- Consistent track record of quality live sound engineering
- Proven track record of reliability and professionalism
- Proven ability to trouble shoot efficiently

Transferable Skill Sets:

- Time management
- Project management
- Live sound workflow
- Working with others
- Leading a team
- Experience in a live sound environment
- Organizational skills
- Trouble shooting in an active live sound environment

Student Studio Manager

Music Production

Hours Per Week: 12

Position Overview:

This position requires skills in audio technology and organization. This position will assist the MP department in various ways, including inventorying, event sound reinforcement, and audio support for Visible Music College.

Key Responsibilities:

- Booking Studio Clients
- Coordinating engineers to server for clients
- Invoicing clients and coordinating payments through the Business Office
- Inventory and organize the studios, audio equipment room and practice rooms
- Maintain and repair live sound equipment as needed
- Mentor production students in live sound
- Weekly inventory live sound, practice room, and miscellaneous audio equipment
- Provide maintenance for audio equipment as needed
- Assist as needed for worship and concerts
- Assist with courses as a teaching aide as needed
- Provide sound reinforcement for events at Visible Music College and in the community
- Organize and maintain live sound and rehearsal spaces

This person reports to the Chair of the Music Production Department.

Qualifications:

- Third-year MPM student that has minimum required GPA
- In-depth knowledge of the Visible Music College live sound systems
- Consistent track record of quality live sound engineering
- Proven track record of reliability and professionalism
- Proven ability to trouble shoot efficiently

Transferable Skill Sets:

- Time management
- Project management
- Live sound workflow
- Working with others
- Leading a team
- Experience in a live sound environment
- Organizational skills
- Trouble shooting in an active live sound environment

Custodial Operations

Hours Per Week: 12

Position Overview:

A student position supporting the Operations Dept. with custodial & cleaning needs at our 200 Madison campus. The student worker will oversee on-call janitorial needs.

Key Responsibilities:

- Weekly cleaning/organization of Hallways, Classrooms, Atrium, Auditorium, Green Room/Student Lounge, Library, Basement, 5th Floor, Practice Rooms, Bathrooms, Stairwells, Elevators, Staff Lounge, and other needed areas.
- Removal of trash in Offices, Bathrooms, and Hallways.
- Assist operations with set-up and clean up for events.
- Assist operations with ordering items for our 200 Madison campus.

The Student Custodial Worker reports to the Operations Manager. They will hold scheduled, regular office hours throughout the normal work/school week. They are expected to carry out tasks with attention to detail, and in a timely fashion. Supervision from Operations Manager shall be minimal, thus calling for said worker to accomplish tasks with limited independence.

Qualifications:

- Minimum GPA requirement
- Familiar with any residential or commercial cleaning, must not be allergic to products such as bleach, ammonia, vinegar, general cleaning products.
- Ability to be trained by Operations Manager for efficient cleaning and organization of buildings.
- Must work office hours to acquire training then once adequate skills are attained, Operations Manager may approve some tasks to be completed during evening or night hours.

Transferable Skill Sets:

- Responsibility, time management, work ethic, humility, taking ownership of community space, quality & detailed work
- Commercial and Residential cleaning skills
- Professional work environment
- Apply the same values of professionalism and quality to your own home environment
- Creating good work rapport with staff oversight.

Landscape Operations

Hours Per Week: 12

Position Overview:

A student position supporting Operations Dept. with landscaping needs at 200 Madison building. The student worker will oversee most on-call maintenance needs.

Key Responsibilities:

- Weekly cleaning/maintenance flowerbeds, driveway, school vans and parking lot.
- Removal of trash in the flower beds, driveway and parking lot.
- Assist operations with spraying for weeds and various outside projects.
- Assist operations with cleaning and maintenance of outdoor equipment.

The Student Landscaper reports to the Operations Manager. They will hold regular office hours throughout the week set up consistent working hours during each semester. They are expected to carry out tasks with attention to detail, and in a timely fashion. They should require little supervision from Operations Manager and be able to operate with limited independence.

Qualifications:

- Minimum GPA requirement
- Familiar with residential landscaping equipment such as weed-eaters, weed-killer, shop-vacs, and other tools.
- Ability to be trained by Operations Manager for efficient maintenance and organization of building.
- Must work office hours to acquire training. Once adequate skills are attained, the Operations Manager may approve some tasks to be done during evening or night hours.

Transferable Skill Sets:

- Residential landscaping skills.
- Professional work environment
- Apply the same values of professionalism and quality to your own home environment.
- Organization
- Time management
- Project management

Administrative Assistant to the President President

Hours Per Week: 12

Position Overview:

Administrative Assistant to the President will facilitate communication and administration on behalf of the President. This will include clerical and administrative duties as well as functions within the advancement field.

Key Responsibilities:

- Track and report on college key indicators from VP Team.
- Administrate details for President events and meetings.
- Assist President with administrative duties such as reports, meeting prep, copies, etc.
- Conduct visual inspection of campuses once per week.

The Administrative Assistant to the President reports to the President. They will hold regular office hours throughout the week where they will take care of ongoing projects in addition to inspections and reports. They will consult with the appropriate staff overseeing each of the above areas.

Qualifications:

- Non-freshman student.
- Familiarity with *Numbers*, *Pages*, *ProPresenter*, and Google docs.
- Ability to integrate numerical information from staff and pursue late or missing information as needed.
- Ability to use electronic media such as *Preview* and *iPhoto* to manipulate photographs.
- Knowledge of management practice is desired, but not necessary.
- Good writing skills are a plus.

Transferable Skill Sets:

- Public Relations
- hospitality
- initiative
- time/scheduling management
- organization

Artist in Residence Assistant President

Hours Per Week: 12

Position Overview:

The Artist in Residence Assistant student worker will facilitate communication and administration on behalf of the President to develop an Artist in Residence Program and assist the Artists in Residence. This will include clerical and administrative duties as well as functions within the advancement field.

Key Responsibilities:

- Track and report on Artists in Residence programs.
- Create space for Christian artist relationships.
- Administrate program information for connective relationships.
- Assist staff and faculty with planning and development of curriculum and promo material.
- Report progress of Artist in Residence Program once a week.

The Artist in Residence Assistant student worker reports to the President. They will hold regular office hours throughout the week where they will initiate and attend to ongoing projects and report on emerging relationships with Christian music artists. They will consult with the appropriate faculty and directors overseeing each of the campus ministries and programs and create space for meaningful interaction with Artists in Residence.

Qualifications:

- Familiarity with *Numbers*, *Pages*, *ProPresenter*, and Google docs.
- Ability to integrate program information from leaders and pursue late or missing information as needed.
- Ability to use electronic media such as *Preview* and *iPhoto* to manipulate photographs.
- Knowledge of CCM is desired, but not necessary.
- Good writing skills are a plus.
- Project management and attention to detail important.

Transferable Skill Sets:

- Public Relations
- hospitality
- initiative
- time/scheduling management
- organization

Christian Music College Association President

Hours Per Week: 12

Position Overview:

Christian Music College Association student worker will facilitate communication and administration on behalf of the President to develop a new organization, Christian Music College Association. This will include clerical and administrative duties as well as functions within the advancement field.

Key Responsibilities:

- Track and report on international Christian music schools.
- Create space for Christian music college relationships.
- Administrate program information for connective relationships.
- Assist staff and directors with planning and development of curriculum and promo material.
- Report progress of CMCA once a week.

The Christian Music College Association student worker reports to the President. They will hold regular office hours throughout the week where they will initiate and attend to ongoing projects and report on emerging relationships globally for music campuses. They will consult with the appropriate faculty and directors overseeing each of the campus ministries and programs and create space for meaningful interaction.

Qualifications:

- Familiarity with *Numbers*, *Pages*, *ProPresenter*, and Google docs.
- Ability to integrate program information from leaders and pursue late or missing information as needed.
- Ability to use electronic media such as *Preview* and *iPhoto* to manipulate photographs.
- Knowledge of geography is desired, but not necessary.
- Good writing skills are a plus.
- Project management and attention to detail important.

Transferable Skill Sets:

- written/electronic communication skills
- event planning
- communication planning

International Campus Development President

Hours Per Week: 12

Position Overview:

International Campus Development student worker will facilitate communication and administration on behalf of the President in regards to Campus Development primarily outside the US. This will include clerical and administrative duties as well as functions within the advancement field.

Key Responsibilities:

- Track and report on international music schools.
- Administrate program information for connective relationships.
- Assist staff and directors with planning and development of curriculum and promo material.
- Report progress of Visible network once a week.

The International Campus Development student worker reports to the President. They will hold regular office hours throughout the week where they will initiate and attend to ongoing projects and report on emerging relationships globally for music campuses. They will consult with the appropriate faculty and directors overseeing each of the campus ministries and programs.

Qualifications:

- Familiarity with *Numbers*, *Pages*, *ProPresenter*, and Google docs.
- Ability to integrate program information from leaders and pursue late or missing information as needed.
- Ability to use electronic media such as *Preview* and *iPhoto* to manipulate photographs.
- Knowledge of geography is desired, but not necessary.
- Good writing skills are a plus.

Transferable Skill Sets:

- cultural sensitivity
- relationship alignment skills (finding intersections of interest)
- written/electronic communication skills
- love for the nations

Assistant to VP of Students | Office of Students

Hours Per Week: 12

Position Overview:

Under the oversight of the Office of the Students, the Assistant to the VP of Students will assist with events, communication, correspondence and administration of CityEyes community outreach. They will also maintain connections with alumni and coordinate alumni events on behalf of the Office of Students. This will include clerical duties, as well as networking with the organizations/churches connected to alumni.

Key Responsibilities:

- Maintain Alumni Facebook page: communicate to alumni about current Visible events; post updates from alumni on how God is empowering them to be visible in church or industry.
- Communicate alumni stories to Pres, VP Team, board, and Visible community through social media, website, Enews, etc.
- Event Coordination — Content generation for eNews, invitations, etc.
- Clerical – printing, labeling, stamping
- Database Entry and Management
- Follow-up to alumni, thank you letters
- Strategize and execute Alumni weekend(s)
- Promote CityEyes events & track individual student hours through the SGA Facebook page
- Communicate CityEyes stories to Visible & surrounding community through social media
- Follow up with calls to local organizations to verify hours logged, with thank you letters
- Database Entry and Management
- Follow-up to organizations, thank you letters
- Event Coordination
- Other tasks/duties as assigned by the Office of Students.
- Being a part of the Visible Council
- Communicating weekly with Visible Council to compile RLT forms
- Assisting in planning and execution with all office of students events

The Alumni Relations Assistant reports directly to the Vice President of Students. They will hold regular office hours throughout the week where they will take care of ongoing projects and communication regards those projects.

Qualifications:

- Full-time student, Minimum GPA requirement
- Good written and verbal communication skills
- Familiarity with Word and Excel
- Good organizational skills, Attention to Detail

Transferable Skill Sets:

- Written and Verbal Communication
- Interpersonal Skills
- Marketing Strategy
- Organizational Efficiency
- Time Management
- Follow through
- Working within a Deadline

VCMS Assistant

Visible Community Music School

Hours Per Week: 6

Position Overview:

VCMS Assistant will facilitate communication and administration within and on behalf of Visible Community Music School. This will include clerical and administrative duties as well as functions within the music education and community outreach field.

Key Responsibilities:

- Assist instructors with administrative duties such as class prep, copies, etc.
- Assist instructors in the classroom with behavioral and academic issues.
- Assist director in the planning and preparation of community performances
- Aid in the development of social media presence

The VCMS Assistant reports to the Director of VCMS. They will hold regular office hours throughout the week where they will take care of daily tasks and ongoing projects. They will consult with the Director of VCMS concerning responsibilities.

Qualifications:

- Second or third-year student that has completed Music Theory 2 and Aural Theory 2 with a minimum *B* average in both.
- Familiarity with *Excel*, *Word/Pages*, and Google docs.
- Writing skills
- Organized

Transferable Skill Sets:

- Learn how to professionally communicate with urban families, school administration, and non-profits.
- Manage and teach music both in private and classroom settings
- Gain perspective on serving communities in an urban environment

Artist Development Assistant

Madison Line Records

Hours Per Week: 12-20

Position Overview:

MLR Artist Development Assistant will facilitate communication and administration for all MLR artists. They will co-ordinate with Constant Attention system and provide updates to artists and the label on progress.

Key Responsibilities:

- Gather and assign tasks for all artists in all six areas.
- Daily and scheduled posts of relevant tasks for our artists and the record label at large.
- Appropriately and consistently respond to artists questions and needs.
- Co-ordinate with all departments on news and release information. Co-ordinate with artist and maintain communication around these events.
- Elicit content from artists and organizations who share the vision of MLR “create change connect culture” and connect artists to these opportunities.
- Research and reach out to all individuals/organizations who may benefit from or be interested in our artists.
- Establish and populate bios, artwork, crowd funding sites, and assist in management of marketing tasks. Keep communication flow between artist and label.

This person reports to the Label Manager of Madison Line Records. They will hold regular office hours throughout the week and attend weekly staff meeting as needed.

Qualifications:

- Full-time student with Minimum required GPA
- Familiarity with iCal, Google docs, Facebook, Twitter, and Hootsuite
- iMovie and YouTube skills are a plus
- Good writing skills are a plus

Transferable Skill Sets:

- Forward thinking
- Research and Networking
- Time/project management
- Systems Management
- Database Management
- Communication
- Artist Management

Publishing Assistant

Madison Line Records

Hours Per Week: 12-20

Position Overview:

Madison Line Records Publishing Assistant will facilitate and manage the song publishing catalog of the label. This will include clerical and administrative duties as well as functions within the publishing industry.

Key Responsibilities:

- Distribute and Manage Songwriter's Split Sheets
- Identify and Register new and old songs with Performance Rights Organizations
- Register catalog and new worship songs with CCLI
- Promote our song catalog to TV, Film for synch potential opportunities

The Publishing Manager reports to the Label Manager of Madison Line Records. They will hold regular office hours throughout the week where they will take care of ongoing projects.

Qualifications:

- Full-time student with Minimum required GPA
- Familiarity with *Numbers*, *Pages*, *ProPresenter*, and Google docs.
- Ability to integrate musical information from writers and pursue missing information as needed.
- Knowledge of common publishing definitions and terms is desired, but not necessary.
- Good writing skills are a plus.

Transferable Skill Sets:

- Tenacity and perseverance
- Good listening skills
- Observant and detailed
- Time management and negotiation

Music Production Assistant

Madison Line Records

Hours Per Week: 12-20

Position Overview:

MLR Music Production Assistant works with the Music Production staff and Label Manager of Madison Line Records in creating music products.

Key Responsibilities:

- Facilitate bookings for commercial and non-commercial use
- Administrate all associated paperwork for bookings
- Engineer and co-produce demo recordings
- Assist on sessions for commercial releases
- Edit sessions for mix preparation, vocal editing, drum editing, tightening and fades
- Creating consolidated files for mix session
- Import and organize files in appropriate DAW
- Make sure that all releases are backed up on the server as Session Files (Flat tracks)
- Mixes (All Versions: Full, INSTR, TV, Acapella, alt mixes)
- Masters (All Versions)
- Ringtones, teaser tracks, high res and low res mp3's
- Album artwork
- Make sure that all releases are up to date on the SoundCloud with "buy" links
- Provide content for marketing department as needed
- Help keep facilities clean and in working order
- Help track paperwork for gear usage and trouble shooting

This person reports to the Label Manager and hold regular office hours throughout the week as well as additional hours as needed during studio sessions.

Qualifications:

- Full-time student with Minimum required GPA
- Second-year Music Production student that has minimum required GPA
- Show proficient skill with Logic, Pro Tools, Melodyne, Flex Time, and/or Beat Detective.
- Proficient skill as an engineer able to trouble shoot recording studios quickly

Transferable Skill Sets:

- Time management
- Project management
- Workflow
- Teamwork
- Demo Recording Experience
- Editing experience

Marketing and Graphic Design Assistant Madison Line Records

Hours Per Week: 12-20

Position Overview:

The Marketing and Graphic Design Assistant position creatively supports all upcoming releases and campaigns of Madison Line Records. This will include album covers, rave cards, avatars, logos and creative visual ideas to build the MLR brand.

Key Responsibilities:

- Create attention-grabbing graphic designs for MLR projects
- Developing new ideas for backgrounds, single, EP and full album artwork
- Create banners for social media platforms
- Marry the music to the graphic creations

The MLR Graphic Design Assistant reports to the Label Manager of Madison Line Records. They will hold regular office hours throughout the week where they will take care of ongoing projects.

Qualifications:

- Familiarity with *Adobe Photoshop, Pages, Illustrator, Keynote*, and Gimp.
- Ability to convert files to jpeg,tiff, pdf,png.
- Ability to use dropbox and we transfer to store and send files.
- Good writing skills are a plus.
- Able conceptualize ideas for album, posters and ad materials.

Transferable Skill Sets:

- Creative adaptability
- Great listening skills
- Budget Management
- Thrive in a fast paced environment
- Proficient with Graphic Design software

Marketing and Social Media Assistant Madison Line Records

Hours Per Week: 12-20

Position Overview:

MLR Marketing and Social Media Assistant will facilitate communication and administration for all social media outlets. Mainly Facebook and Twitter. They will co-ordinate with all content creators and calendars.

Key Responsibilities:

- Gather content from all available sources.
 - Daily and scheduled posts of relevant, creative, an engaging content from our artists and the music industry at large.
 - Appropriately and consistently respond with all comments likes and shares.
 - Co-ordinate with marketing department on major new and release information.
- Co-ordinate paid promotions where needed.
- Support and post content from artists and organizations local or otherwise who share the vision of MLR “create change connect culture”
 - Research and reach out to all individuals/organizations who may benefit from or be interested in our content. NOT SPAMMING

This person reports to the Label Manager of Madison Line Records. They will hold regular office hours throughout the week and attend weekly staff meeting as needed.

Qualifications:

- Full-time student with Minimum required GPA
- Familiarity with iCal, Google docs, Facebook, Twitter, and Hootsuite.
- iMovie and YouTube skills are a plus
- Good writing skills are a plus.

Transferable Skill Sets:

- Forward thinking
- Research and Networking
- Time/project management

Marketing and Video Assistant

Madison Line Records

Hours Per Week: 12-20

Position Overview:

The Marketing and Video Assistant will have the task of creating, editing and producing video content for social media platforms for the marketing division of Madison Line Records. Will include some script writing and talent scheduling.

Key Responsibilities:

- Deliver creative and new content weekly
- Keeping track of new campaigns and label initiatives
- Works closely with social media manager to develop content ideas
- Manage content on Video Social Sites

The Video Content Producer reports to the Label Manager of Madison Line Records. They will hold regular office hours throughout the week where they will take care of ongoing projects.

Qualifications:

- Full-time student with Minimum required GPA
- Familiarity with *I movie*, *Final Cut Pro X* or *Adobe*
- Ability to tell stories through video
- Ability to upload media to MLR social media pages and server as needed
- Knowledge of lighting and camera movement is a plus
- Good writing skills are a plus for storyboarding

Transferable Skill Sets:

- Quickly Capture Vision
- Consistently delivers quality content for clients
- Organizational and Time management
- Content management
- Works well within a team
- Able to adjust to critique and scrutiny

Booking Agent Madison Line Records

Hours Per Week: 12-20

Position Overview:

The MLR Booking Agent will facilitate communication and administration on behalf of the Modern Music Department, Music Business Department, and the record label. This will include clerical and administrative duties as well as functions within Madison Line Records. They will also work closely with artist management (where applicable) for scheduling of potential church events.

Key Responsibilities:

- Generate and organize church contacts
- Cold calls
- Find opportunities for Bands to play out
- Form trusting relationships with key event coordinators
- Research camps
- Send press releases
- Manage incoming calls

The MLR Booking Agent reports to the Label Manager of Madison Line Records. They will hold regular office hours throughout the week where they will take care of ongoing projects.

Qualifications:

- Familiarity with *Numbers*, *Pages*, *ProPresenter*, and Google docs.
- Ability to integrate booking information from venues and connect potential and confirmed dates with label and artist management.
- Ability to speak in a professional manner with clear understanding of process and end result.
- Comfortable with making cold calls, sales experience helpful, but not essential.
- Good writing skills are a plus.
- Very attentive to detail

Transferable Skill Sets:

- Organizational and Time Management
- Research and Analysis
- Chart Progress
- Great Communication (written & verbal)
- Goal Oriented

Sales and Merchandise Assistant Madison Line Records

Hours Per Week: 12-20

Position Overview:

MLR Sales and Merchandise Assistant will facilitate communication and administration of all merchandising for the college and label.

Key Responsibilities:

- Take, track, and report on all inventory of merchandise
- Ordering new merchandise as needed
- Administrate fulfillment
- Create sales reports for the financial office
- Develop and implement a physical store and system for 200 Madison
- Manage the online store adding new product as needed
- Prepare merchandise bundles for admissions in the “See Visible” events
- Manage the physical store at major school events
- Create sales campaigns and promotional offers

This person reports to the Label Manager of Madison Line Records. They will hold regular office hours throughout the week.

Qualifications:

- Full-time student with Minimum required GPA
- Familiarity with *Numbers*, *Pages*, *ProPresenter*, and Google docs.
- Good writing skills are a plus.
- Good photography skills is a plus

Transferable Skill Sets:

- Money Management
- Inventory Management
- Time Management
- Responsibility
- Fulfillment and Followup
- Marketing Advertising experience

Research Assistant (Worship Leadership)

Academics

Hours Per Week: 4-6

Position Overview:

Research Assistant to the Worship Leadership Division Head. Will involve such areas as research, administrative and written communication duties.

Key Responsibilities:

- Researching topics
- Writing

The Research Assistant to the Worship Leadership Division Head reports to Worship Leadership Division Head. They will hold regular office hours throughout the week where they will take care of ongoing projects & weekly business.

Qualifications:

- Full time student with 3.0 minimum GPA requirement
- Non-freshman student.
- Familiarity with *Numbers*, *Pages*, Microsoft Office, Microsoft Excel, Google docs.
- Research experience and skills
- Excellent writing & phone skills are a plus.

Transferable Skill Sets:

- Research
- Initiative
- Time/scheduling management
- Organization
- Written/phone communication skills
- Project management

Host: Events Assistant and Guest room care Operations

Hours per week: 12 hours,
(2-5 hours for guest room, depending on number of guests)

Position overview:

The host will serve the Visible guests and Staff from abroad to have a clean and inviting place to sleep. They will feel welcomed, taken care of and supply with everything they need and helped to find their way on campus and in the downtown area.

He/she will assist the Events coordinator by showing interested renters the Venue, being present partly on actual events and taking care of the green room.

Key responsibilities

- 1) Reserving the room(s) and keeping the calendar up to date
- 2) Answering requests for the room a.s.a.p.
- 3) Communicating with the incoming guests
- 4) Clean and maintain the guest rooms after every use
- 5) Restock custodial and refreshments before a guest arrives
- 6) Be available for guest-needs during their stay
- 7) Be available for interested renters, if they come outside of Shae's office hours
- 8) Keep the green room and appliances clean and ready to use

The host reports to the Events Manager.

Qualifications:

- Full time student that meets minimum GPA requirements
- Organized and clean, maintains a professional appearance
- High standard of hygiene and cleanliness
- Gift of hospitality
- Good communication skills, written and verbal

Specific duties:

Events

- There are sometimes requests to look at the venue that are after office times of Shae.
- Get familiar with the information that is given out to renters and the layout so that you know how many tables we have, how many fit were....
- With questions you cannot answer, let the interested person know that you will ask Shae to answer these later via email or phone.
- Show them how the Atrium looks with lights on also the green room if they will need a caterer kitchen. Including the back entrance for easy access to the green room.

- keep the green room clean and in good order:
 - catering things (Water dispensers, coffeemaker clean and dry and ready for use)
 - fridge clean and good smelling.
 - Ice machine well cared and also clean that once every two months (find out online how to do that)
 - vacuum floor regularly
 - check every Monday after the rent out to pioneerchurch what needs to be cleaned. Trash out...specially after other events.
- coordinate Events by being on site when the renters arrive for set up.
- be the link between Shae and Nicole with the custodial crew about what needs to be done.

Guest room

- answering room requests from staff in a timely manner
- preparing the room with clean sheets towels and refreshments.
- If breakfast is requested, tell the guest about what we offer in the student cafe and inform the cafe manager that a guest might come for breakfast and to inform the cafe staff on duty to check out the food for the guest.
- assuring that the visitor gets greeted upon arrival and handed over the badge with room key (this can also be done by the front desk worker, but it's the host responsibility to inform the front desk worker about what he/she should do.
- clean room and laundry after check out, make sure to collect the key and badge from guest

Indie-Visible Assistant

Modern Music Department

Hours Per Week: 12

Position Overview:

The IVA is someone who desires to assist in making the IndieVisible Concert Series the absolute best success it can be. IndieVisible is a concert series comprised of student performances that are designed to assess the level of mastery and musicianship for any student enrolled in an Applied Lesson for all instruments. These concerts are promoted for the local community to join as audience members. These concerts align with the Visible Music College vision of local visibility and equipping of musicians for real life performance experience.

Key Responsibilities:

- Organization of the concert series. Event planning (layout, decor, media, and flow)
- Sending out a reminder email to staff and students about each performance date.
- Running errands for decor and refreshments if necessary.
- Create a show flow with all performers
- Create images in Pro presenter for each performer if needed
- Making sure attendance is taken for each concert and submitted

Qualifications:

- Full time student with 2.5 minimum GPA requirement
- Proficient in ProPresenter, Microsoft Office and email.
- Available for the IndieVisible concerts and communicate when not available.
- Communication is extremely important. The IVA will work closely with person leading IndieVisible.

Transferable Skill Sets:

- Initiative
- Communication
- Event Management
- Event Media
- Time/scheduling management
- Organization
- Written communication skills
- Project management

Vocal Division Assistant

Modern Music Department - Vocal Division

Hours Per Week: 12

Position Overview:

The VDA is an instrumental part of the Vocal Division functioning. The VDA will work closely with Vocal Division Head to ensure the division and all courses under the division are flowing smoothly. The VDA will have set work hours and a weekly check-in with the Vocal Division Head for all updates and progression checks.

Key Responsibilities:

- Creating calendar for each semester
- Organizing the Applied Lessons on calendar and providing sign up sheet
- Making copies for classroom instruction
- Running occasional errands
- Collecting Assignments is necessary
- Communications liaison if needed
- Proof reading additional instructional material (power point, projects, and assignments) as needed

Qualifications:

- Full time student with 3.0 minimum GPA requirement
- Proficient in ProPresenter, Microsoft Office and email.
- Must have the vision and heart of Vocal Division & Visible Music College
- Must be flexible
- Good communication skills
- Trustworthy
- Ability to work with others if needed
- Task oriented

Transferable Skill Sets:

- Initiative
- Communication
- Time/scheduling management
- Organization
- Written and Verbal communication skills
- Project management