Federal Work-Study/ Wesley Work-Ship Job Description  
School Year: 2016-2017

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Music Dept. Asst./ Choral Mgr. &amp; Librarian</th>
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<tbody>
<tr>
<td>No# of Positions Available</td>
<td>2</td>
</tr>
<tr>
<td>Program Jobs Available</td>
<td>FWS: Yes  WWS: Yes</td>
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<tr>
<td>Supervisor</td>
<td>Dr. James Wilson</td>
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<tr>
<td>Department</td>
<td>Music</td>
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<tr>
<td>Location</td>
<td>Wesley College Chapel</td>
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<tr>
<td>Contact Information</td>
<td>302-736-2466/ <a href="mailto:James.Wilson@wesley.edu">James.Wilson@wesley.edu</a></td>
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Job Duties:
- Maintain weekly attendance records for both College & Gospel Choirs
- Set-up and take-down tables and chairs for each rehearsal
- Distribute and collect music
- Keep records of all borrowed music
- Maintain the choral music database
- Help with mailings and photocopying
- Design and distribute flyers for department events
- Data entry
- Other duties as needed

Special Abilities/ Skills:
- Sing and read music
- Microsoft Office Experience
- Graphic Design
- Strong written and oral communication skills
- Familiarity and involvement with the Music Department

Work Schedule:
- Choral Hours: M/W 4:30p-6p, T/Th. 3:30p-5p and as needed
- Dept. Asst. Hours: Can be discussed upon hiring
- Individual work schedules will be arranged around the employee’s class schedule.

Additional Comments:
- The Choral librarian should be enrolled in both the College Choir & Gospel Choir