

**Job Title:** Student Assistant  
**Job Description:** Must be able to type letters, memos, forms, reports, etc., proofread materials, sort mail, basic filing, answering phones and other duties assigned. Must be honest and dependable. Computer skills are essential.  
**School/Department:** Arts & Letters  
(Music)  
**Contact Person:** William Lipke  
**Address:** M 102  
**Phone:** 7621