

# SMA is HIRING!

**Job Title:** Student Musical Activities Assistant

**Work Hours:** TBD (some nights/weekends) ~8

**Hourly Rate:** \$15.59/hour

## **Job Description:**

Work in the stimulating environment of Student Musical Activities (Cal Marching Band, UC Jazz Ensembles, and UC Choral Ensembles) to support the activities of these three groups. Assist in a variety of clerical administrative, financial, fundraising, merchandise/ticket sales/cashiering, public relations, and other arts management related tasks.

To apply email resume and cover letter to [brittney.nguyen@berkeley.edu](mailto:brittney.nguyen@berkeley.edu) with “SMA Assistant” in the subject line of the email. Please apply only if you have work study. Thank you.

## **Qualifications:**

- Current UC Berkeley student WITH WORK STUDY.
- Excellent communication and interpersonal skills.
- Strong organizational skills and excellent attention to details.
- Excellent time management skills with ability to manage multiple tasks simultaneously with competing deadlines and changes in priorities.
- Prompt, responsible, and customer service oriented.
- Self-starter with ability to demonstrate team approach by collaborating, coordinating, and working in unison with colleagues.
- Ability to handle problems calmly, graciously, and constructively.
- Web development experience preferred.
- Experience working with a database and multi-phones preferred.
- Interest in performing arts preferred.
- First and Second year students preferred.
- Ability to work some nights and weekends required.
- Must successfully pass a UCPD background check.