Student Job Descriptions: Choral Seminar Assistant

Report to: Coordinator of the Program in Choral Conducting

Ongoing duties:
- Prepare the Glee Club Room or other venue for weekly seminar (seminar can take place in other on-campus venues such as Battell or Marquand Chapels)
  - Set up tables and enough chairs for 8 conducting students, 2 faculty, and any visitors
  - Photocopy any necessary materials
  - Familiarize yourself with the IT equipment in the room, and bring a computer if needed to use for presentations — in the ISM, Sachin Ramabhadran maintains and organizes the IT equipment

Payroll: This position reports time hourly each week in the online Student Employee system