

MUSIC DEPARTMENT

Building: V **Room:** 204, Second Floor

Contact Person: Garry Ouellette

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Job description:

Music department office: General office duties which will include answering phones, distributing the mail, filing, photocopying, running errands, and assisting faculty and staff.

Music Labs: Signing students into labs and assisting them with the use of equipment as well as general office duties.

Preferred skills: General office skills and a pleasant and professional phone manner.