Need $\$$? Work Study Opportunity Available at AES!

Assistant to Arts Extension Service

The Arts Extension Service is seeking an energetic, motivated work study student to provide clerical support to the department for approximately 5-10 hours per week. The hours will be scheduled around your classes, Monday - Friday between the hours of 10 and 5pm.

Duties include entering information into a database, online research, mailing preparation, event preparation, photocopying, filing, survey collection, and other duties as assigned. Students with excellent writing and interpersonal skills, previous office experience, and working knowledge of Microsoft Office (MS Word, Excel) are preferred. Students do not have to be a major in the arts or arts management, though someone with this interest would probably find the work most engaging.

Rate of Pay: $11/hour, work study students only please.

How to Apply: Please send the names of three references, résumé, and a cover letter to:

Dee Boyle-Clapp
Director
Arts Extension Service
University of Massachusetts Amherst
221 Hampshire House
131 County Circle
Amherst, MA 01003

Send your information via email to aes@acad.umass.edu.

Sincerely,

The Arts Extension Service