

Recruitment Assistant

Position Description:

The UIC Music Programs Office Aid is a critical role within the School of Theatre & Music (STM). The position reports directly to the Music Programs Manager for Recruitment & Admissions. Primary responsibilities are as follows:

- Act as a positive student representative on behalf of UIC and STM.
- Give tours of STM facilities to prospective students and families.
- Work with prospective music students throughout the application and audition process via phone, email, and in-person correspondence.
- Help organize and participate in various STM events, including STM audition days, admitted student days, student visits and the UIC open house.
- Assist the Music Programs Manager in data input, project implementation, research, appointment scheduling and various clerical/administrative functions.

Position Qualifications:

- Outstanding interpersonal and communication skills.
- Positive, collaborative attitude.
- First-hand knowledge of UIC School of Theatre & Music attributes and willingness to share these unique qualities with prospective students.

Salary: Position may be offered as an unpaid internship for college credit or as a Federal Work Study position at \$11/hour. Position will remain open until filled. For full consideration, please submit a cover letter and resume to bkenis2@uic.edu