

**Job Title:** Jazz Band Assistant  
**Job Description:** Sort, file, and stamp music for Jazz Band. Assist with office and secretarial duties for the Director of Bands.  
**School/Department:** Arts & Letters  
(Music)  
**Contact Person:** Professor James Doyle  
**Email:** [jwdoyle@adams.edu](mailto:jwdoyle@adams.edu)  
**Address:** M 107  
**Phone:** 587.7059