Academic and Student Affairs - Regalia Distributor

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<tr>
<th>No. of Jobs Available:</th>
<th>2-3</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Aidan Gorrell, Office Coordinator, OASA</td>
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<tr>
<td>Contact:</td>
<td><a href="mailto:aidan.gorrell@necmusic.edu">aidan.gorrell@necmusic.edu</a></td>
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**Job Responsibilities and Duties:**
The regalia attendants will be responsible for handing out caps, gowns, and commencement tickets to graduating students and crossing their names off the list as they are picked up. This is a temporary position, lasting from Friday, May 12th to Friday, May 19th.

**Essential Functions:**
- Organize regalia and tickets to be ready for distribution to students, faculty, and staff
- Distribute regalia and tickets to students
- Keep list of who has picked regalia up and who hasn’t
- Condense remaining sets of regalia into smaller number of boxes and transport to SLPC

The position is compensated at $15 per hour.

The required start date is 05/12/2023.

**How to Apply:** Email a cover letter to aidan.gorrell@necmusic.edu