Informational Newsletter
2018-2019
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Welcome to the 2018-2019 Bands & Orchestra

I am excited to welcome you all to another great year of music at S&T! I am also excited to see the growth of the instrumental music program and am looking forward to seeing that trend continue. There are many changes happening around Castleman this summer, most notably, the moving of the rest of the ALP faculty to the east wing of our building. As you return in the fall, you’ll see other changes around the band hall which I hope you will find helpful.

If you are new to S&T, I want to invite you to become involved. We have plenty of courses and activities to suit your interests. We have a variety of ensembles (both curricular and student-led), academic courses in Music Theory and History, private lessons and other activities. Our ensembles and courses will give you the opportunity to further your musicianship, take a break from classes, meet new friends, and have fun.

If you have any questions about the opportunities available to you, I encourage you to reach out to our directors as well as fellow students. We’re here to help you and ensure that you have a positive experience during your time at Missouri S&T.

I look forward to seeing all of you this fall.

Dr. David W. Samson
Director of Music
Director of Bands
Missouri S&T
Curricular Ensembles at S&T

Curricular ensembles include any that are directed by a member of the Performing Arts faculty and may be taken for credit. You are NOT required to register for an ensemble in order to participate. It’s important to note that directors reserve the right to hold auditions for admittance into an ensemble or for chair placement. With some exceptions, these auditions generally occur during the first week of classes.

If you have any questions regarding a specific ensemble, please contact the ensemble director (contact information can be found on page 12).

**Symphony Orchestra (Fall and Spring Semesters) – Dr. Kyle Wernke**
*Music 1132-Section 3A (University Orchestra)*
*Monday 7:00-9:30p.m. – Castleman 137*
The full symphony features members from the S&T and Rolla area communities and plays the great masterworks of the baroque through contemporary eras. The first rehearsal will be held **Monday, August 20th**.

**Chamber Orchestra (Fall and Spring Semesters) – Dr. Kyle Wernke**
*Music 1134-Section 3A (Instrumental Chamber Ensemble- Strings)*
*Thursday 7:00-9:00p.m. – Castleman 137*
Chamber Orchestra is a select group that performs a variety of works written for smaller ensembles. The first rehearsal will be held **Thursday, August 23rd**.

**Symphonic Band (Fall Semester) – Dave Cress, Director**
*Music 1135-Section 3A*
*Monday 4:00-5:20p.m. – Castleman 137*
The Symphonic Band performs the finest in traditional and contemporary wind literature for concert band. The first rehearsal will be held **Monday August 20th**.

**Symphonic Band (Spring Semester) – Dave Cress, Director**
*Music 1135-Section 3A*
*Tuesday/Wednesday/Thursday 4:00-5:20p.m. – Castleman 137*
The Symphonic Band performs the finest in traditional and contemporary wind literature for concert band. The first rehearsal will be held **Tuesday January 22nd**.

**Wind Symphony (Fall Semester) – Dr. David Samson, Director**
*Music 1130-Section 3B*
*Monday/Wednesday/Friday 12:00-12:50p.m. – Castleman 137*
The Wind Symphony performs the finest in challenging wind literature from classical to contemporary composers. The first rehearsal will be held **Monday, August 20th**.
Wind Symphony (Spring Semester) – Dr. David Samson, Director
Music 1130-Section 3B
Monday/Wednesday/Friday 12:00-12:50p.m. – Castleman 137
The Wind Symphony performs the finest in challenging wind literature from classical to contemporary composers. This ensemble is open to join BY AUDITION ONLY. Auditions for the Spring Wind Symphony will be held in mid-November.

Miner Marching Band (Fall Semester) – Dr. David Samson, Director
Music 1131-Section 3A
Tuesday/Wednesday/Thursday 4:00-5:30 p.m. – Castleman 137 & Marching Practice Field
Extra Rehearsals 4:00-5:00p.m. Fridays before home football games
The Miner Marching Band is open to all students who play a wind or percussion instrument regardless of marching experience. The Band performs at all home football games as well as three parades in the fall semester. On game days, the band performs a pre-game show, halftime show and pep songs in the stands. We understand if there is a class or lab conflict that may occur during some of these rehearsal times. If you think that you won’t be able to be in the marching band because of these conflicts, talk to us - we will work with you. Rehearsals for the Miner Marching Band will begin during O-Week (August 13-17 – see the schedule later in the newsletter). The first class meeting of the marching band will be Tuesday August 21st.

Jazz Ensemble (Fall and Spring Semesters) – Dave Cress, Director
Music 1136-Section 3A
Tuesday 6:00-8:30p.m. – Castleman 137
The S&T Jazz Ensemble is open to all students. The class provides opportunities for students to perform contemporary and traditional big band music as well as jazz improvisation within the group. There will be a meeting for all students interested in Fall Jazz Ensemble on Tuesday, August 21st at 6:00pm in the Band Hall. Auditions will be held to determine lead players in the trumpet and trombone sections as well as players for the lead alto saxophone and tenor saxophone chairs. Auditions will also be held for rhythm section positions.

University Choir (Fall and Spring Semesters) – Lorie Francis, Director
Music 1140-Section 3A
Tuesday/Thursday 2:00-3:15p.m. – Castleman 138

Chamber Choir (Fall and Spring Semesters) – Lorie Francis, Director
Music 1141-Section 3A (Chamber Vocal Ensembles)
Tuesday/Thursday 12:30-1:45p.m. – Castleman 138
Other Ensembles at S&T

Pep Band
Basketball season (November – April)
Rehearsal/performance schedule: TBA
This student-led ensemble plays exciting pop music at all S&T Men’s and Women’s Basketball games, during PRO Days, and at other events as requested. There is no audition required to participate in Pep Band. Additionally, students participating in Pep Band are not required to play in another ensemble at S&T. There is no class credit available for Pep Band.

Jazz Combo – Dave Cress, Director
Fall and Spring Semesters
Rehearsal/performance schedule: TBA
The Jazz Combo performs traditional and contemporary jazz music. The group performs at various events on and off campus throughout the school year including each semester as part of the Jazz Ensemble concert. The combo rehearses weekly with the specific day and time determined by the availability of members.

Video Game Ensemble – Zac Rawls, Director; Ryan Siggins, Conductor
Fall and Spring Semesters
Rehearsal/performance schedule: TBA
This is a student-led group that performs a variety of music from popular video games. Participation is open to any and all instruments. Rehearsal dates and times will be determined based on student availability. Look for announcements posted at the beginning of each semester.

Brass Choir
Fall and Spring Semesters
Rehearsal/performance schedule: TBA

Tuba-Euphonium Ensemble – Dr. David Samson, Director
Fall and Spring Semesters
Rehearsal/performance schedule: TBA
This is a new ensemble that we hope to form this fall. Anyone who is able to play a tuba or euphonium should contact Dr. Samson at the beginning of the semester.

Other ensembles may be formed by students who have an interest in doing so. Contact Dr. Samson if interested.
Instrument Usage

The Missouri S&T Music Program is able to provide certain instruments for use during the academic year. Students do not have to be in an S&T ensemble to use a school instrument, but first priority will go to those in curricular ensembles, then students in student-led ensembles and lastly students needing to use an instrument for private lessons and/or personal use.

All school instrument usage must be approved by Dr. Samson and a rental agreement must be signed and turned in to the Performing Arts Administrative Assistant, Renee Williams. Students participating in curricular ensembles automatically have approval to use university instruments on a first come, first served basis. There are some instances where more than one student may be using the same instrument, so it is HIGHLY ADVISABLE that students (especially woodwind players) use their own personal mouthpiece.

Many school instruments available for use are now being permanently stored in the lockers outside the Band Hall. When you’re issued an instrument that is kept in one of these lockers, you must keep it stored in that locker. This is for us to ensure the security of the instrument as well as provide access to others who may be using the same instrument.

The university will ensure to the best of its ability to keep a school instrument in proper working order before it is checked out. Students will be responsible for the daily upkeep of any instrument they are issued. This includes keeping valves and keys in proper working order and bringing any repair issues to an ensemble director as soon as possible. Students will also be responsible for providing their own oil, grease, reeds or other expendable accessories to ensure the proper function of the instrument.

With the exception of marching battery, percussion instruments are not checked out to individuals. The Band Hall will be made available as often as possible for percussionists to practice.

Instruments that are checked out regularly to students include:

- Piccolo
- Bass Clarinet (incl. contras)
- Soprano Saxophone
- Tenor Saxophone
- Bari Saxophone
- Bassoon
- Mellophone
- French horn
- Marching Baritone
- Euphonium
- Bass Trombone
- Contra (Marching Tuba)
- Tuba
- Marching Battery Percussion
- Viola
- Cello
- Double Bass

Other instruments not on this list may also be checked out based on availability.

Marching Band instruments will be issued during O-Week. Concert instruments will be issued in the first week of classes.

At the end of the period of usage listed on the rental agreement (semester or academic year), you will be asked to clean out the instrument case and return it either to Renee or to the locker where it is permanently stored.
Lockers Usage & Storage

In the hallways of Castleman Hall there are a number of lockers available for student use. Please keep in mind that some locker sizes are in higher demand and you will be assigned a locker based on the size of instrument you need to store. The student assumes all risks in storing personal items and instruments in a locker. All lockers must be checked out through the Performing Arts Administrative Assistant Renee Williams.

If you are checking out a school-owned instrument that is permanently stored in a locker, you will be issued the locker along with the instrument.

Locker checkout will begin during O-Week. If you are not participating in Marching Band, but would like to check out a locker during O-Week, feel free to come by and see Renee during that time. Lockers will continue to be issued during the year on a first come, first serve basis.

Under **NO CIRCUMSTANCES** are students allowed to store personal instruments or items in the following areas:
- Castleman Hall Hallway (other than in lockers)
- Instrument Storage Room (135 & 135A)
- Band Hall (137)
- Music Library (139)
- Uniform Storage Room (140)
- Orchestra Library (141)

If you play on a school instrument that is not stored in a locker (i.e. percussion, tuba, double bass) you may request a small locker for personal use.

**Kappa Kappa Psi and Tau Beta Sigma**

The S&T Band program provides a number of opportunities to relax and have fun. To enhance your experience in the band and orchestra program, chapters of two organizations exist on campus: Kappa Kappa Psi and Tau Beta Sigma, National Honorary Band Service Fraternity and Sorority, respectively. The primary responsibility of Kappa Kappa Psi and Tau Beta Sigma is to serve the bands. They do this by hosting a banquet once a semester for all band members, hosting receptions after all band and orchestra concerts, providing water and snacks for the marching band at home football games, and many other projects. They sponsor many band social events. These events are open to all jazz, marching, concert band, and orchestra members.

**Practice Rooms**

Students wishing to use a practice rooms must check-out a key from the Performing Arts Office any time the office is open. Kappa Kappa Psi and Tau Beta Sigma also provide weekend hours for practice room accessibility.

**Concert Dress**

Wind Ensemble, Symphonic Band, and Orchestras concert attire is formal black. **Gentlemen**: Solid black tuxedos with black tie and long-sleeve white shirt. We have a number of tuxedo jackets, ties and pants to loan, but students will need to provide their own shoes and socks. It is also HIGHLY ADVISABLE that you provide your own long-sleeve white shirt. We have some available to loan, but cannot vouch for the “whiteness” of it.
Ladies: A solid black outfit with black shoes must be worn. Skirts or dresses must have a hemline that hangs below the knee while sitting down. Please check with your ensemble director as some variations may be acceptable.

2018-19 Concert Schedule
*Call times for each concert will be determined by the director(s) and announced prior to the event*

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Concert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>November 1</td>
<td>7:00pm</td>
<td>Leach Theater</td>
</tr>
<tr>
<td>Sunday</td>
<td>November 4</td>
<td>2:00pm</td>
<td>Leach Theater</td>
</tr>
<tr>
<td>Sunday</td>
<td>November 11</td>
<td>2:00pm</td>
<td>Leach Theater</td>
</tr>
<tr>
<td>Sunday</td>
<td>December 2</td>
<td>2:00pm</td>
<td>Leach Theater</td>
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<tr>
<td>Sunday</td>
<td>February 17</td>
<td>2:00pm</td>
<td>Leach Theater</td>
</tr>
<tr>
<td>Thursday</td>
<td>March 7</td>
<td>7:00pm</td>
<td>Leach Theater</td>
</tr>
<tr>
<td>Sunday</td>
<td>April 7</td>
<td>2:00pm</td>
<td>Leach Theater</td>
</tr>
<tr>
<td>Friday</td>
<td>April 12</td>
<td>7:00pm</td>
<td>Leach Theater</td>
</tr>
<tr>
<td>Sunday</td>
<td>April 14</td>
<td>2:00pm</td>
<td>Leach Theater</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 1</td>
<td>12:00pm</td>
<td>Havener Center</td>
</tr>
</tbody>
</table>

FAQs

**Do I have to enroll for the class to be in an ensemble?**

NO. Students are free to join and perform with any of our ensembles regardless of whether or not they are enrolled in the class. We do however, expect that whenever possible, students not enrolled for credit adhere to the same attendance policy as those taking it for credit. If you will have to be late or absent from rehearsals on a regular basis because of class conflict, you should not register for credit.

**What if I have a class conflict? Can I still play?**

YES. We understand if there is a class or lab conflict that may occur during some of these rehearsal times. This is especially true for Marching Band where almost half of the students have at least one conflict per week. Some conflicts will require you to come late to some rehearsals while others will require you to leave early or be absent completely. At the beginning of the semester you will need to communicate with your section leaders about your regular conflicts so they can help you. Of course, if you miss too much rehearsal time, you may be asked not to participate. If you need to miss more than one rehearsal (or the equivalent) per week you should not participate in the ensemble. We are more than willing to work with you with any conflict you have, but communication is key.

**Do I have to audition?**

Some ensembles require an audition to enter and some audition for chairs or parts. Soo the descriptions on pages 2-3. If you have any questions, contact the director.

**I'm not going to be in Marching Band. What do I need to know to get started?**

1) Come to the informational meeting on August 12th at 7:00 to get more information and meet the directors and other students AND/OR
2) Come to the first class meeting of the ensemble in which you wish to play (see pages 2-3).
3) If you need an instrument, see Dr. Samson when you get to campus.
Miner Marching Band Information

Camp Registration
Marching Band Camp will be held the week before classes begin or O-Week. See the O-Week schedule below for full details. In order to help us get organized ahead of camp, we’re asking for everyone (new and returning) who is planning on marching to fill out this Google Form:

https://goo.gl/forms/DZn6Mos44cczEgcC2
(A link to this form is in the e-mail sent to you as well as on the Missouri S&T Bands & Orchestra Facebook page)

Early Residence Hall Move-In
All returning, non-freshmen band members are permitted to move into the residence halls early. Click on the link to the Residential Life homepage (https://reslife.mst.edu/) click the “Early Arrival Form” link on the main page and fill out the form (at the time of the newsletter publication, this form was not yet available. Please check later in the summer). NOTE: The Band program will cover the cost of your early move-in.

Part Selection/Auditions
It will be to your advantage to arrive in good playing shape this fall, especially if you would like to play first part! There are no formal auditions (except for drumline if needed). Part assignments will be made by the MMB Leadership Team during camp.

Accessories
All players are to be responsible for providing their own instrument accessories, with the exception of the following:

- Brass Mouthpieces
- Lyre
- Flip Folders

Woodwind players need to stock-up on new reeds and should have their own mouthpiece if using a school-owned instrument. All brass players should have a supply of valve/slide oil or an equivalent. We will provide a lyre and flip folder, but if you already own your own, please bring it.

Attention Flutes
This year we would like to march piccolos instead of flutes. If you own your own piccolo, please bring it to school in the fall. We do have a limited number of piccolos available to use, but not many.

Uniforms
After O-Week, you will receive:
- 1 Miner Marching Band T-Shirt
- 1 pair Miner Marching Band Shorts
- 1 Drawstring Bag
- 1 pair White Marching Gloves
During O-Week we will be fitting you for a marching uniform beginning with drumline and seniors (see the O-Week Schedule). Our uniform includes black socks, black marching shoes and white long-wrist gloves.

At the beginning of the season you will be given 1 pair of gloves for free. While these gloves are easy to maintain and are machine washable it may be necessary for some of you to get a replacement pair. A second pair will be provided for free, but if you need more than that, they will cost $2/pair.

You are responsible for providing black socks and black marching shoes for your uniform. If you currently own a pair of black marching shoes (any design other than those made of patent leather are acceptable) you may use them. If you do not own a pair, you will need to purchase them. You are free to order them yourself, but if you’d like, we can place an order through BandShoppe at the cost of $30. Please indicate on the Google Form the SPECIFIC SIZE you will need.

The drawstring bag you receive will allow you to carry any necessary items you will need to and from the football stadium. Because of budget concerns we will only be able to give this away as a one-time item. This year, everyone will get one for free. After that, only new members will receive a free bag. Replacements will be available to purchase at cost (TBD).

**Marching Percussion**

The Miner Marching Band Drum Line consists of snares (matched grip), quads, tonal bass drums, cymbals, and pit players. All assignments will be made before the conclusion of band camp. Auditions (for part assignments only—not admission to the band) may be necessary if there are more players for a particular instrument than available spots. Sticks and mallets will be provided for you, but you are encouraged to bring your own if you have them.

**Color Guard**

A fine addition to the Miner Marching Band is the Color Guard. The only requirement is that members are interested and enthusiastic. In the past they have welcomed people with years of experience to none at all, so anyone is free to check it out. The Guard practices with the band during marching rehearsals and has occasional separate practices as well. They are constantly seeking members to bring forth their ideas and looking for members who are interested in working with a wide variety of equipment. The standard equipment they currently use are mostly six-foot flags, but this season we’ll be adding air blades.

**What to bring to Marching Band**

Marching Band is physically demanding, so please bring clothing appropriate to the weather, especially a good pair of practice shoes. As you prepare for camp, remember the following:

- **Water** – We do provide water jugs during outdoor rehearsals, but it’s good to have your own too.
- **Hat** – It shields your head and face from the sun. Especially important if you’re bald like Dr. Samson.
- **Closed-toed shoes** – We don’t march in sandals.
- **Sunscreen** – “The sun tries to burn me, but you won’t let it…will ya?”
**Miner Marching Band Student Leadership Team**

- **Head Drum Major:** Jack Dwiggins
- **Assistant Drum Majors:** Bethany Harris (Indoor), Justin Hackman (Outdoor)
- **Woodwind Section Leaders:** Ryan Adler, Andrew Holloway, Austin Kovis, Nick Schmidt
- **Brass Section Leaders:** Nick Covert, Peter Dolan, Logan Hansen, Seth Listhartke
- **Drumline Captain:** Tristan Trapp
- **Pit Percussion Coordinator:** Zac Rawls
- **Color Guard Captain:** Chris Newell

**O-Week Band Camp Schedule**

All indoor activities are held in the Band Hall (137 Castleman Hall). All outdoor practices are held at the band practice field (directions will be given). All new and returning MMB members are required to attend camp. Contact Dr. Samson if you are unable to attend camp or have conflicts.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td><strong>Sunday, August 12</strong></td>
<td>12:00-1:00pm Castleman</td>
<td>Instrument Check-out – Returning Pep Band Members Only</td>
<td></td>
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<tr>
<td></td>
<td>1:00-3:00pm  Band Hall</td>
<td>Pep Band Rehearsal – Returning Pep Band Members Only</td>
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<td></td>
<td>5:30pm-6:30pm Band Hall</td>
<td>Leadership Team Meeting</td>
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<td></td>
<td>7:00-8:30pm  Band Hall</td>
<td>First meeting for all students interested in Instrumental music</td>
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<tr>
<td><strong>Monday, August 13</strong></td>
<td>8:00am-finished Bullman</td>
<td>Pep Band performance at Convocation</td>
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<tr>
<td></td>
<td>9:00-10:00am Castleman</td>
<td>Instrument Check-out – Returning MMB Members</td>
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<td></td>
<td>10:00-11:30am Band Hall</td>
<td>Music Rehearsal – Returning Members Only</td>
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<tr>
<td></td>
<td>11:30am-12:30pm Band Hall</td>
<td>Leadership Team Meeting</td>
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<tr>
<td></td>
<td>2:00-3:30pm Castleman</td>
<td>Instrument Check-out – New MMB Members</td>
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<td></td>
<td>3:30-5:30pm  Band Hall</td>
<td>Music Rehearsal – Full Band</td>
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<td></td>
<td>6:30-8:30pm  Practice Field</td>
<td>Marching Rehearsal – Full Band (no instruments)</td>
<td></td>
</tr>
<tr>
<td><strong>Tuesday, August 14</strong></td>
<td>10:00-11:30am Band Hall</td>
<td>Music Rehearsal – Returning Members Only</td>
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<tr>
<td></td>
<td>11:30am-1:30pm Castleman</td>
<td>Uniform Check-out – Drumline &amp; Senior Returning</td>
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<td></td>
<td>3:30-5:30pm  Band Hall</td>
<td>Music Rehearsal – Full Band</td>
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<tr>
<td></td>
<td>6:30-8:30pm  Practice Field</td>
<td>Marching Rehearsal – Full Band (w/ instruments)</td>
<td></td>
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<tr>
<td><strong>Wednesday, August 15</strong></td>
<td>10:00am-2:00pm Castleman</td>
<td>Uniform Check-out – Juniors &amp; Sophomore Returning</td>
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<tr>
<td></td>
<td>3:30-5:30pm  Band Hall</td>
<td>Music Rehearsal – Full Band</td>
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<tr>
<td></td>
<td>6:30-8:30pm  Practice Field</td>
<td>Marching Rehearsal – Full Band (w/ instruments)</td>
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</table>
O-Week Band Camp Schedule (continued)

**Thursday, August 16**

3:30-5:30pm  Band Hall  Music Rehearsal – Full Band
              Uniform Check-out – New Members (as called)

5:00-7:30pm  TBA  Section Dinners

6:30-8:00pm  Practice Field  Marching Rehearsal – Full Band (w/ instruments)

8:30-9:30pm  Band Hall  Pep Band Rehearsal

**Friday, August 17**

3:30-5:00pm  TBA  Section Bonding

5:00-7:30pm  Practice Field  Marching Rehearsal – Full Band (w/ instruments)

8:00pm-finished  Havener  Pep Band Performance @ Project X Awards

**Marching Band Performance Schedule**

Note: The times listed for the football games are KICKOFF times, NOT call times. For all performances, you will receive a time for when the uniform closet will open as well as a call time to be outside ready to go.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Football Game</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>August 30</td>
<td>Miners vs. Eastern New Mexico</td>
<td>7:00pm</td>
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<tr>
<td>Saturday</td>
<td>September 29</td>
<td>Parade of Nations</td>
<td>Morning</td>
</tr>
<tr>
<td>Saturday</td>
<td>October 6</td>
<td>Miners vs. Indianapolis</td>
<td>7:00pm</td>
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<tr>
<td>Saturday</td>
<td>October 13</td>
<td>Homecoming Parade</td>
<td>Morning</td>
</tr>
<tr>
<td>Saturday</td>
<td>October 13</td>
<td>Miners vs. William Jewell</td>
<td>1:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>October 27</td>
<td>Miners vs. Lincoln</td>
<td>7:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>November 10</td>
<td>Miners vs. Truman State</td>
<td>1:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>December 1</td>
<td>Rolla Christmas Parade</td>
<td>Morning</td>
</tr>
<tr>
<td>Saturday</td>
<td>March 16</td>
<td>St. Pat’s Parade</td>
<td>Morning</td>
</tr>
</tbody>
</table>

All Marching Band performances are REQUIRED. If you have an issue with attending any performance, contact Dr. Samson as well as one of your section leaders at the beginning of the season or as soon as you are informed.
Contact Information

**Dr. David Samson**  
Director of Bands  
Music Minor Coordinator  
573-341-4637  
samsondw@mst.edu

**Dr. Kyle Wernke**  
Orchestra Director  
wernkek@mst.edu

**Dave Cress**  
Symphonic Band Director  
Jazz Director  
cressdl@mst.edu

**Lorie Francis**  
Choral Director  
Piano Instruction  
lorief@mst.edu

**Renee Williams**  
Office Support Assistant  
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