

**Student Worker Position Description
William Jewell College
2024-2025 Academic Year**

OFFICE OR DEPARTMENT: Office of the Registrar

CONTACT PERSON: Jill Richardson

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JOB TITLE: Student Office Assistant

JOB DESCRIPTION: Customer service (counter and phone); scanning files and forms including Etrieve system; processing mail; faxing/copying; scanning/emailing grad checklists; filing; processing transcripts and proof of enrollments; data entry in system and on Excel spreadsheets; special projects; running campus errands; other duties as needed.

NUMBER OF HOURS PER WEEK: Approximately 10-15 (hours will be increased for summer position-around 16 hours). Student must be eligible for Work Study during the academic semesters.

WORK DAY SCHEDULE: To be arranged around individual class schedule each semester

SEMESTER(S) OF EMPLOYMENT: Fall and Spring Semesters 2024-2025

RATE OF PAY:

FIRST-YEAR & SOPHOMORE 12.00 PER HR

JUNIOR & SENIOR 12.25 PER HR

REQUIRED SKILLS:

<input checked="" type="checkbox"/>	Answer phones		Grounds/landscaping		Statistics
<input checked="" type="checkbox"/>	Ability to work in office setting	<input checked="" type="checkbox"/>	Interpersonal skills		Theatre/Stage Production
	Ability to do physical labor		Inventory	<input checked="" type="checkbox"/>	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
<input checked="" type="checkbox"/>	Clerical/filing			<input checked="" type="checkbox"/>	Typing/data Entry
<input checked="" type="checkbox"/>	Computer skills		Photography		Sales
<input checked="" type="checkbox"/>	Customer Service		Research		Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
<input checked="" type="checkbox"/>	Effective Communication		Sports Information		

Other, please specify:

Additional Information: This position requires a high level of confidentiality. Attention to detail and accuracy in spelling and data entry are also important. Office experience is helpful. Students' work schedules are determined by working around class schedules – students work during regular office hours (no evenings or weekends except for possibly Commencement and Cardinal Days). Prefer to train students who would like to keep the same position over the course of their college career. Preference may be given to students who live close enough and are available to work during breaks, if possible (i.e., Fall and Spring breaks, Semester break in January, and Summer break—May through August).