

**Student Worker Position Description  
William Jewell College  
2020-2021 Academic Year**

**OFFICE OR DEPARTMENT:** Facilities Management

**CONTACT PERSON:** Lee Strickland

**EMAIL:** stricklandl@william.jewell.edu

**JOB TITLE:** Audio-Visual

**JOB DESCRIPTION:** Run sound and take care of a/v needs in Gano Chapel

**NUMBER OF HOURS PER WEEK:** 10

**WORK DAY SCHEDULE:** TBD

**SEMESTER(S) OF EMPLOYMENT:** 2020-2021 Academic Year

**WAGE RATE:**

- X     \$9.45 [FY or SO rate]
- X     \$9.70 [JR or SR rate]
- \$11.00 per hour [position requires special skills]

**NOTE: STUDENTS MAY NOT WORK DURING REGULARLY SCHEDULED CLASS TIME. IF CLASS IS CANCELLED OR DISMISSED EARLY, THE STUDENT MUST PROVIDE DOCUMENTATION FROM THE FACULTY MEMBER BEFORE BEGINNING WORK.**

**REQUIRED SKILLS:**

	Answer phones	Grounds/Landscaping		Statistics
	Ability to work in office setting	Interpersonal Skills		Theatre/Stage Production
	Ability to do physical labor	Inventory	<b>X</b>	Time Management Skills
	Accompanist	Lifeguard Certification		Tutoring
	Clerical/filing			Typing/Data Entry
	Computer skills	Photography		Sales
	Customer Service	Research	<b>X</b>	Video/Audio/Sound Technical Skills
	Custodial	Science Knowledge to Assist Lab		Web Page Design
<b>X</b>	Effective Communication	Sports Information		

**Other, please specify:**

**Additional Information:**