

**Student Worker Position Description
William Jewell College
2024-25 Academic Year**

OFFICE OR DEPARTMENT: Marketing
CONTACT PERSON: Cara Dahlor
EMAIL: dahlorc@william.jewell.edu

JOB TITLE: Digital and Social Media Student Assistant
JOB DESCRIPTION: Assist the Marketing Office with photos, videos and social media content

Duties might include:
 Attend campus events for photo and/or video coverage
 Assist with creating social media across all platforms
 Help create and edit short-form videos
 Promote student and campus events
 Brainstorm and research ideas for original content
 Assist with influencer strategy
 Update/maintain website content
 Help with other marketing and communication projects

NUMBER OF HOURS PER WEEK: Multiple positions available; 4-10; **Federal Work Study positions only**

WORK DAY SCHEDULE: Daytime and evening hours, dependent on project assignments

SEMESTER(S) OF EMPLOYMENT: Fall & Spring Semesters

WAGE RATE:
 \$12.30 [FY or SO rate]
 \$12.55 [JR or SR rate]

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
X	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
	Ability to do physical labor		Inventory	X	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
	Clerical/filing				Typing/data Entry
	Computer skills	X	Photography		Sales
	Customer Service		Research	X	Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		Sports Information		

Other, please specify:

Additional Information: