

**Student Worker Position Description
William Jewell College
2019 - 2020 Academic Year**

OFFICE OR DEPARTMENT: Christian Student Ministries / Chaplain's Office

CONTACT PERSON: Jeff Buscher buscherj@william.jewell.edu

JOB TITLE: CSM Student Communications & Chaplain's Assistant

JOB DESCRIPTION: Student will assist with promotion and coordination of the various Christian Student Ministry teams. Distribute weekly e-newsletter, and a variety of other campus communication projects. Assist Chaplain with service projects.

NUMBER OF HOURS PER WEEK: 6-8

WORK DAY SCHEDULE: TBD

SEMESTER(S) OF EMPLOYMENT: Fall and Spring semesters

WAGE RATE:

X \$7.40 [FY or SO rate]
 \$7.65 [JR or SR rate]

REQUIRED SKILLS:

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

Other, please specify:

Additional Information: