

**Student Worker Position Description
William Jewell College
2019-20 Academic Year**

OFFICE OR DEPARTMENT: Department of Education

CONTACT PERSON: Dana Brock

EMAIL:

JOB TITLE: Office/Social Media Assistant

JOB DESCRIPTION: This position will support the Education Department by entering data, maintaining student files, receiving, sorting and distributing departmental mail, assisting with campus errands, and departmental events. This position will also maintain all sources of social media.

NUMBER OF HOURS PER WEEK:

WORK DAY SCHEDULE:

SEMESTER(S) OF EMPLOYMENT: Fall and Spring

WAGE RATE:

\$8.60 [FY or SO rate]

\$8.85 [JR or SR rate]

X \$9.00 per hour [position requires special skills]

\$10.00 per hour [campus tutors and lifeguards, only]

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:

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

Other, please specify: Students must possess the ability to work with video-taping/editing, write copy, conduct research for the department, etc.

Additional Information: Preference is to fill the position with education students.