

**WILLIAM JEWELL COLLEGE**  
**Job Description**

**Department:** Admission Office

**Position Title:** Event Assistant

**FLSA Status:** Non-Exempt

**Summary:**

The Event Student Worker is responsible for working with the Assistant Director of Visits & Events to ensure our visitors have a positive visit experience. This will include, but not be limited to planning and implementing all campus events, working all campus visit events dates, data entry and event research.

**Duties and Responsibilities:**

1. Plan, organize and implement materials relevant for campus events. This includes all correspondence and follow-up for the events.
2. Data entry prior to and following all on campus events.
3. Work with the Visit Team to coordinate strategies to improve the visit experience and event participation.
4. Research any projects as needed.

**Knowledge, Skills and Abilities**

Excellent verbal and written communication skills. Superior interpersonal skills. Strong analytic ability, creativity, and organizational skills. Proficiency with Microsoft Excel and Word. An understanding and appreciation of the College mission, promise, values and vision.

**Minimum Qualifications**

Bachelor's degree currently in progress. Knowledge of campus visit programming and the admission process.

**Number of Hours Per Week:** 6-15

**Workday Schedule:** M-F 8:00am-5:00 PM, actual hours negotiable with class schedule.

**Contact**

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