

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

WAGE RATE:

- X \$8.60 [FY or SO rate]
- X \$8.85 [JR or SR rate]
- \$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:

	Answer phones	Grounds/Landscaping		Statistics
	Ability to work in office setting	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	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: