

**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:** Office Assistant

**JOB DESCRIPTION:** Typing, filing, answering telephone, picking up and sorting mail, assisting with campus calendar, helping close out work orders.

**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:**

<b>X</b>	Answer Phones		Grounds/Landscaping		Statistics
<b>X</b>	Ability to Work in Office Setting		Interpersonal Skills		Theatre/Stage Production
	Ability to do Physical Labor	<b>X</b>	Inventory	<b>X</b>	Time Management Skills
	Accompanist		Lifeguard Certification		Tutoring
<b>X</b>	Clerical/Filing				Typing/Data Entry
<b>X</b>	Computer Skills		Photography		Sales
<b>X</b>	Customer Service		Research		Video/Audio/Sound Technical Skills
	Custodial		Science Knowledge to Assist Lab		Web Page Design
<b>X</b>	Effective Communication		Sports Information		

**Other, please specify:**

**Additional Information:**