



500 College Hill • Liberty, Missouri 64068-1896 • (816) 781-7700 • Fax (816) 415-5006
 www.jewell.edu • Finaid@william.jewell.edu

Student Employment Job Description

Department: (Office)	Harriman-Jewell Series
Position Title:	Intern
Position Type:	Intern – general office clerical, marketing, production assistant
Semesters Needed:	<input checked="" type="checkbox"/> _X_Fall '19 <input checked="" type="checkbox"/> _X_Spring '20 <input checked="" type="checkbox"/> _X_Summer '20
Supervisor Name:	Andy Fogel, Ticketing Services Manager
Campus Extension:	x. 5998
Position Location: (Building)	Harriman-Jewell Series office / 223 Marston Hall
# of Positions:	Two to Four
# of Hours per week:	6-12
Specific Days:	Shifts available Monday thru Friday and some evenings and weekend performances. Exact hours will depend on our needs and the students availability.
Pay Rate per hour:	New employee \$ 7.85 / \$8.10
Student must be:	Enrolled at William Jewell
Description of Responsibilities:	Responsibilities vary depending on skill level and expertise and may include: answering the phones, working box office at performances, assisting in the distribution of campus tickets, assisting in the development of campus communication, assisting with other box office operations such as ticket orders and performance attendance tracking. Prior retail experience a plus, but not necessary.
Desired Qualifications:	The ideal candidate must pay careful attention to detail as well as possess superior telephone communication skills, outstanding interpersonal skills, and a “teamwork” attitude. General office skills include typing, filing and data-entry. The candidate must have a customer service awareness with the ability to offer courteous service to artists, arts patrons and the campus community.
Other Requirements:	Some hours for performances in downtown Kansas City required including some evenings and weekends.
Inquiries regarding position may be directed to:	fogela@william.jewell.edu (816) 415 - 5998

All students are required to sign a William Jewell College Work Agreement prior to employment. Please contact the Office of Financial Aid and Scholarship Services to obtain the agreement.