

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

**OFFICE OR DEPARTMENT:** Information Technology

**CONTACT PERSON:**

**EMAIL:**

**JOB TITLE:** Helpdesk Support

**JOB DESCRIPTION:** Assist Information Technology staff with the deployment, maintenance, inventory and documentation of all campus computers, printers, telephones and networking.

**NUMBER OF HOURS PER WEEK:** 4

**WORK DAY SCHEDULE:**

**SEMESTER(S) OF EMPLOYMENT:** Fall, Spring, and Summer terms

**WAGE RATE:**

\$8.60 per hour [FY or SO rate]

\$8.85 per hour [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:**

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

**Other, please specify:**

**Additional Information:**