

# **WORK STUDY POSITION**

## **Student Administrative Associate**

Student provides overall administrative and data support for the Office of Institutional Advancement with general office duties, data support projects, gift processing support and alumni/donor database information maintenance.

### **Qualifications**

Work study eligible  
Enrolled in William Jewell College  
Ability to work in an office setting  
Clerical/filing  
Computer skills  
Effective communicator  
Self-motivated  
Interpersonal skills  
Dependability  
Time management skills  
Typing/Data entry

### **Hours**

10-15 hours per week  
8:00-5:00 p.m.  
Monday - Friday

### **Location**

Office of Institutional  
Advancement  
Marston 207

### **Salary**

Fr/So - \$9.45  
Jr/Sr - \$9.70

## **Contact**

**Amy Van Wagner**

Director of Advancement Services

**vanwagnera@william.jewell.edu**