

**Student Worker Position Description  
William Jewell College  
2020-21 Academic Year**

**OFFICE OR DEPARTMENT:** Athletic Department

**CONTACT PERSON:** JaeLynn Ellison, Assistant AD for Communication

**EMAIL:** ellisonj@william.jewell.edu

**JOB TITLE:** Athletic Communication Assistant

**JOB DESCRIPTION:** Assistant the Assistant Athletic Director for Communication with things such as statistics, live game production, social media, and archives. Involves weekend and evening work, set up and tear down, and event management

**NUMBER OF HOURS PER WEEK:** 10

**WORK DAY SCHEDULE:** Day, evenings and weekends

**SEMESTER(S) OF EMPLOYMENT:** August - May

**WAGE RATE:**

- X \$9.45 [FY or SO rate]
- X \$9.70 [JR or SR rate]
- \$9.85 per hour [position requires special skills]
- \$10.85 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	<b>X</b>	Statistics
<b>X</b>	Ability to work in office setting		Interpersonal skills		Theatre/Stage Production
<b>X</b>	Ability to do physical labor	<b>X</b>	Inventory	<b>X</b>	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
<b>X</b>	Clerical/filing			<b>X</b>	Typing/Data Entry
<b>X</b>	Computer skills		Photography		Sales
<b>x</b>	Customer Service	<b>X</b>	Research	<b>X</b>	Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
<b>X</b>	Effective Communication	<b>X</b>	Sports Information		

**Other, please specify:**

**Additional Information:** All skills/knowledge can be taught. Students do not need prior experience in game management or broadcasting.