

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

**OFFICE OR DEPARTMENT:** Athletic Department

**CONTACT PERSON:** Chase Kearney, Assistant AD for Events, Facilities, & Equipment

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

**JOB TITLE:** Equipment Assistant

**JOB DESCRIPTION:** Provide equipment services to Athletics Department, launder practice & game apparel, maintain inventory records, maintain Mabee Center & Greene Stadium, willing to also work events

**NUMBER OF HOURS PER WEEK:** 15

**WORK DAY SCHEDULE:** varied, days 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:**

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

**Other, please specify:**

**Additional Information:**