

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

**OFFICE OR DEPARTMENT:** Athletics - Events & Equipment  
**CONTACT PERSON:** Chase Kearney, Assistant AD for Events, Facilities, Equipment  
**EMAIL:** kearneyc@william.jewell.edu

**JOB TITLE:** Events

**JOB DESCRIPTION:** A) Setup and tear down equipment. B) Pressbox/Scorer's Table Duties C) Concessions and Front Gate D) Team/officials hosts E) Event promotions

**NUMBER OF HOURS PER WEEK:** 15

**WORK DAY SCHEDULE:** Game Days - Primarily Saturday/Sunday

**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:**

	Answer phones	X	Grounds/landscaping		Statistics
	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
X	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
X	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		Sports Information		

**Other, please specify:**

**Additional Information:**