

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

OFFICE OR DEPARTMENT: Athletic Department
CONTACT PERSON: Dustin Combs, softball coach
EMAIL: combsd@william.jewell.edu

JOB TITLE: Field Worker

JOB DESCRIPTION: B) Student will assist coach with the maintenance of the field.

NUMBER OF HOURS PER WEEK: 20

WORK DAY SCHEDULE: day and evenings, some weekends

SEMESTER(S) OF EMPLOYMENT: All Year (seasonal hours vary, more in season)

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		Inventory	X	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
	Clerical/filing			X	Typing/Data Entry
	Computer skills		Photography		Sales
	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: