

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

**OFFICE OR DEPARTMENT:** Athletic Department  
**CONTACT PERSON:** Chase Kearney, Assistant Athletic Director  
**EMAIL:** kearneyc@william.jewell.edu

**JOB TITLE:** Mabee Center Supervisor

**JOB DESCRIPTION:** Deskworkers will work evening 4pm - 9pm Monday through Friday, Saturday shifts from 8am - 9pm and Sunday afternoons 2-6pm. They will secure the building during their shifts by checking all peoples ID's that come into the building while doing specific cleaning jobs during their shifts. All workers will need to be at the training meeting before school starts. All workers will be responsible for closing the building at the end day's shift by turning off lights, closing doors, and clearing the building of all non-staff or permitted individuals. Other tasks will be assigned as necessary.

**NUMBER OF HOURS PER WEEK:** 8

**WORK DAY SCHEDULE:** varied- mostly evenings and weekends

**SEMESTER(S) OF EMPLOYMENT:** Fall, Spring, and Summer terms

**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:**

X	Answer phones		Grounds/landscaping		Statistics
X	Ability to work in office setting		Interpersonal skills		Theatre/Stage Production
X	Ability to do physical labor	X	Inventory	X	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
X	Clerical/filing				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:**