

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

**OFFICE OR DEPARTMENT:** Athletic Department  
**CONTACT PERSON:** Chris McCabe, Head Men's Basketball Coach  
**EMAIL:** mccabec@william.jewell.edu

**JOB TITLE:** Men's Basketball Assistant

**JOB DESCRIPTION:** Students will assist coach with duties to help prepare for games and game management, game film, occasional laundry

**NUMBER OF HOURS PER WEEK:** 15

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

**SEMESTER(S) OF EMPLOYMENT:** September-April (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:**

X	Answer phones		Grounds/landscaping	X	Statistics
X	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	X	Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication	X	Sports Information		

**Other, please specify:**

**Additional Information:**