

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

OFFICE OR DEPARTMENT: Athletic Department
CONTACT PERSON: Jill Slominski, Head Women's Basketball Coach
EMAIL: slominskij@william.jewell.edu

JOB TITLE: Women's Basketball Assistant

JOB DESCRIPTION: Students will assist coach with duties to help prepare for games and game management, game file, occassional 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				Typing/Data Entry
X	Computer skills		Photography		Sales
X	Customer Service		Research	X	Video/audio/sound technical skills
X	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication	X	Sports Information		

Other, please specify:

Additional Information: Great experience working with sports, management, and coaches.