

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

**OFFICE OR DEPARTMENT:** Theatre  
**CONTACT PERSON:** Nathan Wyman and Chris McCoy  
**EMAIL:** wymann@william.jewell.edu

**JOB TITLE:** JTC Admin Assistant

**JOB DESCRIPTION:** Student will assist the Theatre faculty in maintaining the following tasks: Copying, Filing, Researching, Email and Snail Mail Correspondence, Social media, Admissions Tracking, as well as other tasks as assigned. The student will report to the Theatre faculty at determined work hours each week.

**NUMBER OF HOURS PER WEEK:** 6

**WORK DAY SCHEDULE:** M-F 2:30-5:30 (specific hours chosen upon hiring)

**SEMESTER(S) OF EMPLOYMENT:** Fall and Spring semesters

**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	x	Interpersonal skills	x	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	x	Sales
X	Customer Service	X	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:** On the job training supplied