

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

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

JOB TITLE: JTC Public Relations Manager

JOB DESCRIPTION: Student worker will maintain social media accounts for Jewell Theatre Company, assist with generating posters and marketing materials, and manage some photography and video production work. Other job descriptions may arise as we develop the position for the program.

NUMBER OF HOURS PER WEEK: 6

WORK DAY SCHEDULE: M-F 2:30-5:30 (Specific hours will be determined at 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
	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		Research	X	Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		Sports Information		

Other, please specify:

Additional Information: