

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

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

JOB TITLE: Stocksdales Gallery Assistant

JOB DESCRIPTION: Assists with hanging art exhibits, focusing lighting, ordering and arranging for artist receptions and workshops, as well as monitoring the gallery on one Saturday each month for 4 hours. This person will also assist with inventory and cleaning out of the gallery storage areas, cataloging the art in storage, as well as creating a history file of art exhibits that have taken place in the gallery since 1981 (research).

NUMBER OF HOURS PER WEEK: 3

WORK DAY SCHEDULE: M-F 2:30-5:30- (Specific hours will be determined at hiring). 1 Saturday each month.

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	X	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: