

**Student Worker Position Description  
William Jewell College  
2022-2023 Academic Year & Summer**

**OFFICE OR DEPARTMENT:** Facilities Management

**CONTACT PERSON:** Lee Strickland

**EMAIL:** stricklandl@william.jewell.edu

**JOB TITLE:** Utility

**JOB DESCRIPTION:** Collecting recyclables, moving furniture and other items, cleaning, walls, floors, hauling trash, furnishings and equipment.

**NUMBER OF HOURS PER WEEK:** 15

**WORK DAY SCHEDULE:** TBD

**SEMESTER(S) OF EMPLOYMENT:** 2022-2023 Academic Year

**WAGE RATE:**

X      \$11.15 [FY or SO rate]

X      \$11.40 [JR or SR rate]

**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:**

	Answer Phones		Grounds/Landscaping		Statistics
	Ability to Work in Office Setting		Interpersonal Skills		Theatre/Stage Production
<b>X</b>	Ability to do Physical Labor	<b>X</b>	Inventory	<b>X</b>	Time Management Skills
	Accompanist		Lifeguard Certification		Tutoring
	Clerical/Filing				Typing/Data Entry
	Computer Skills		Photography		Sales
<b>X</b>	Customer Service		Research		Video/Audio/Sound Technical Skills
<b>X</b>	Custodial		Science Knowledge to Assist Lab		Web Page Design
<b>X</b>	Effective Communication		Sports Information		

**Other, please specify:**

**Additional Information:**