

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

OFFICE OR DEPARTMENT: Facilities Management

CONTACT PERSON: Lee Strickland

EMAIL: stricklandl@william.jewell.edu

JOB TITLE: Office Assistant

JOB DESCRIPTION: Typing, filing, answering telephone, picking up and sorting mail, assisting with campus calendar, helping close out work orders.

NUMBER OF HOURS PER WEEK: 10

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:

X	Answer Phones		Grounds/Landscaping		Statistics
X	Ability to Work in Office Setting		Interpersonal Skills		Theatre/Stage Production
	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		Video/Audio/Sound Technical Skills
	Custodial		Science Knowledge to Assist Lab		Web Page Design
X	Effective Communication		Sports Information		

Other, please specify:

Additional Information: