

Student Worker Position Description
William Jewell College
2023-24 Academic Year

OFFICE OR DEPARTMENT: CHAPLAIN OFFICE
CONTACT PERSON: Melissa Dowling
EMAIL: dowlingm@william.jewell.edu

JOB TITLE: Center for Faith and Culture Assistant

JOB DESCRIPTION: Overall administrative and data support for the Center for Faith and Culture with general office duties, data support projects, database information maintenance. Also assisting with social media design, event planning and Brightspace content creation.

Duties include:

- Create database of all partners of the Center
- Develop and update content on the Brightspace page
- Help plan and execute special events
- General administrative duties
- Design social media content
- Other duties as assigned

NUMBER OF HOURS PER WEEK: 2-8 (will fluctuate due to events)

WORKDAY SCHEDULE: Daytime and evening hours, dependent on project assignments

SEMESTER(S) OF EMPLOYMENT: Fall & Spring Semesters

WAGE RATE:

\$12.00 [FY or SO rate]

\$12.25 [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
x	Ability to work in office setting	x	Interpersonal skills		Theatre/Stage Production
	Ability to do physical labor		Inventory	x	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
	Clerical/filing			x	Typing/data Entry
x	Computer skills	x	Photography		Sales
x	Customer Service	x	Research		Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
x	Effective Communication		Sports Information		

Other, please specify: