

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

**OFFICE OR DEPARTMENT:** Office of the Registrar

**CONTACT PERSON:** Jill Richardson

**EMAIL:** [richardsonj@william.jewell.edu](mailto:richardsonj@william.jewell.edu)

**JOB TITLE:** Student Office Assistant

**JOB DESCRIPTION:** Customer service (counter and phone); scanning files and forms including Etrieve system; processing mail; faxing/copying; scanning/emailing grad checklists; filing; processing transcripts and proof of enrollments; data entry in system and on Excel spreadsheets; special projects; running campus errands; other duties as needed.

**NUMBER OF HOURS PER WEEK:** Approximately 10

**WORK DAY SCHEDULE:** To be arranged around individual class schedule each semester

**SEMESTER(S) OF EMPLOYMENT:** Fall and Spring Semesters (Fall 23 & Spring 24 position available)

**WAGE RATE:**

FIRST-YEAR & SOPHOMORE 12.00 PER HR  
JUNIOR & SENIOR 12.25 PER HR

**REQUIRED SKILLS:**

|                                     |                                   |                                     |                                 |                                     |                                    |
|-------------------------------------|-----------------------------------|-------------------------------------|---------------------------------|-------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> | Answer phones                     |                                     | Grounds/landscaping             |                                     | Statistics                         |
| <input checked="" type="checkbox"/> | Ability to work in office setting | <input checked="" type="checkbox"/> | Interpersonal skills            |                                     | Theatre/Stage Production           |
|                                     | Ability to do physical labor      |                                     | Inventory                       | <input checked="" type="checkbox"/> | Time management skills             |
|                                     | Accompanist                       |                                     | Lifeguard Certification         |                                     | Tutoring                           |
| <input checked="" type="checkbox"/> | Clerical/filing                   |                                     |                                 | <input checked="" type="checkbox"/> | Typing/data Entry                  |
| <input checked="" type="checkbox"/> | Computer skills                   |                                     | Photography                     |                                     | Sales                              |
| <input checked="" type="checkbox"/> | Customer Service                  |                                     | Research                        |                                     | Video/audio/sound technical skills |
|                                     | Custodial                         |                                     | Science knowledge to assist lab |                                     | Web page design                    |
| <input checked="" type="checkbox"/> | Effective Communication           |                                     | Sports Information              |                                     |                                    |

Other, please specify:

**Additional Information:** This position requires a high level of confidentiality. Attention to detail and accuracy in spelling and data entry are also important. Office experience is helpful. Students' work schedules are determined by working around class schedules – students work during regular office hours (no evenings or weekends except for possibly Commencement and Cardinal Days). Prefer to train students who would like to keep the same position over the course of their college career. Preference may be given to students who live close enough and are available to work during breaks, if possible (i.e., Fall and Spring breaks, Semester break in January, and Summer break—May through August).