

**Student Worker Position Description  
William Jewell College  
2024-25 Academic Year**

**OFFICE OR DEPARTMENT:** CAMPUS SAFETY  
**CONTACT PERSON:** Darlene Santiago-Dotson  
**EMAIL:** [Santiago-Dotsond@william.jewell.edu](mailto:Santiago-Dotsond@william.jewell.edu)

**JOB TITLE:** Campus Safety Team Assistant  
**JOB DESCRIPTION:** DRIVE (GOLF CART, CAMPUS SAFETY VEHICLE) AND OR WALK AROUND CAMPUS AND INTERIOR OF BUILDINGS CHECKING FOR PROPPED DOORS AND MAKING CERTAIN THAT DOORS ARE SECURED (BUILDING CHECKS)

**NUMBER OF HOURS PER WEEK:** 4 to 8

**WORKDAY SCHEDULE:** 11AM TO 7PM SUNDAY – MONDAY DAYS TBD

**SEMESTER(S) OF EMPLOYMENT:** Fall Semester

**WAGE RATE:**  
 \$12.30 [FY or SO rate]  
 \$12.55 [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	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
	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:** Background check is mandatory and must possess a valid Driver’s License. Will have an in-person interview with Campus Safety Supervisor and Director.

**Additional Information:** The shift could be shared and split up depending on how many student workers we get.

**Application Requirements:** Photo of Driver’s License, student in good standing