

## William Jewell College

### Job Description

August 2025

<b>Job Title:</b>	<b>Student Office Manager</b>
<b>Department:</b>	Student Life Office
<b>Reports to:</b>	Campus Housing Coordinator
<b>FLSA Status:</b>	Part-Time Student Employment
<b>Inquire with:</b>	<a href="mailto:studentlife@william.jewell.edu">studentlife@william.jewell.edu</a>

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The Work Study position is a part-time student position reporting directly to the Campus Housing Coordinator. Hours may vary based on the student's class schedule, but are generally between 8am-5pm, M-F, with emphasis on the lunch hours of 12pm-1pm. This important role serves as the welcoming face of the Student Life Office and assists with maintaining office organization and support to Student Life Office staff. Individuals filling this position is expected to be punctual, organized, professional, and friendly.

#### **Duties and Responsibilities**

The Work Study position in Student Life is responsible for the following tasks.

- Staff the front office desk and welcome and assist students & visitors, direct traffic to other offices for services outside of the Student Life Office.
- Ensure the front office is organized, clean, and presentable.
- Deliver and pick up mail from the campus mailroom in Central Service.
- Complete projects, tasks, and duties assigned by off staff.
- Empty office trashcans and recycle bins.
- Replace Student IDs.
- Manage the office popcorn machine, make popcorn office visitors, clean and empty the popcorn machine, maintain supplies as needed.
- Ensure the Mathes Fitness Center is organized, wipe down the equipment, test equipment to ensure its properly functioning and submit work orders as needed for upkeep of the center.
- Maintain campus bulletin boards, post flyers for upcoming events, remove those from past events, remove unauthorized postings, and ensure the bulletin boards are organized.

#### **Knowledge, Skills and Abilities**

High school diploma or equivalency is required. Candidate must have strong organizational and verbal communication skills. Must be willing to learn about campus department and services to assist walk-in traffic. Basic computer skills are required to accomplish some office tasks. Must be friendly, outgoing, and present a willingness to assist office visitors and take on various projects and tasks.

#### **Working Conditions**

Must be comfortable working in an office environment with regular walk-in traffic and interruptions. Position responds to student and visitor questions and regular interactions with these entities.

The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job.