

## Athletics Department

# WORK STUDY POSITION

## Athletic Administration Assistant

Student will work with Athletic Administration doing various jobs based on the work load. Data entry will be a main component of some of this work. Answering phones and helping coaches as needed. Confidentiality and the ability to count money with accuracy is a must. Other duties could be assigned working with Compliance Director, Athletic Director and Associate Athletic Director. This is a great opportunity to learn athletic operations from the ground up!

### Job Details/Qualifications

- Work study eligible
- Enrolled in William Jewell College
- Effective communicator
- Self-motivated
- Interpersonal skills
- Dependability
- Time management skills
- Ability to work in office setting
- Answer phones
- Ability to do clerical and filing
- Inventory skills
- Computer skills
- Typing/Data entry skills

### Hours

10-15 hours per week  
8:00-5:00 p.m. Monday - Friday

### Location

Mabee Center Athletics Office

### Salary

Fr/So - \$7.85 Jr/Sr - \$8.10  
Hiring 1-3 students for this position

## Contact

### Beverly Siercks

Assistant Athletic Director

[siercksb@william.jewell.edu](mailto:siercksb@william.jewell.edu)

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.