

**Student Worker Position Description
William Jewell College
2018-19 Academic Year**

OFFICE OR DEPARTMENT: Business Office

CONTACT PERSON: Kim Langston/Carrie Heston/Kathy LeBlanc **EMAIL:** langstonk@william.jewell.edu; hestonc@william.jewell.edu; leblanck@william.jewell.edu

JOB TITLE: Student Assistant

JOB DESCRIPTION: This position assists Business Office personnel on various tasks. Primary tasks will include:

- Processing student ID and other requests at Cardinal Services.
- Filing, mailing and scanning of various student and vendor documents
- Maintaining the work study report and communicating with student workers and their supervisors
- Assisting with other accounting functions

NUMBER OF HOURS PER WEEK: 6-10

WORK DAY SCHEDULE: Day

SEMESTER(S) OF EMPLOYMENT: Fall and Spring semesters

WAGE RATE:

- X \$7.85 [FY or SO rate]
- X \$8.10 [JR or SR rate]
- \$8.25 per hour [position requires special skills]
- \$10.00 per hour [campus tutors and lifeguards, only]

REQUIRED SKILLS:

X	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
X	Clerical/filing		Photography	X	Typing/Data Entry
X	Computer skills		Research		Sales
X	Customer Service		Science knowledge to assist lab		Video/audio/sound technical skills
X	Detail Oriented		Sports Information		Web page design
X	Effective Communication				

Other, please specify: Previous experience with Excel is preferred but not required.

Additional Information: Student must be eligible for work study.