

**Student Worker Position Description
William Jewell College
Summer 2019**

OFFICE OR DEPARTMENT: Department of Music

CONTACT PERSON: Nicole Murray

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JOB TITLE: Community School of Music Office Worker

JOB DESCRIPTION: Assist the Director of the Community School of Music with general office work—answering phones, filing, data entry, assisting parents with questions, copying, etc.

NUMBER OF HOURS PER WEEK: approximately 15-25

WORK DAY SCHEDULE: Afternoons (preferred)

SEMESTER(S) OF EMPLOYMENT: Summer term (position open immediately)

WAGE RATE:

\$8.60 [FY or SO rate]

\$8.85 [JR or SR rate]

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			X	Typing/Data Entry
X	Computer skills		Photography		Sales
	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: Good handwriting skills a plus

Additional Information: Late afternoons preferred