

**Student Worker Position Description
William Jewell College
2019-20 Academic Year**

OFFICE OR DEPARTMENT: Career Development & Internships

CONTACT PERSON: Marissa Bland

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JOB TITLE: Career Specialist

JOB DESCRIPTION:

*Attend staff meetings (during particular Jewell Times or other suitable time when all can attend).

*Perform general office duties such as greeting/assisting customers, answering phones, processing mail, and other duties as assigned.

* Take requests for job listings - this requires good phone skills, accuracy and attention to detail.

* Enter data on computer for Cardinal Link Job Listings, On-Campus Recruiting, Employer and Student Databases. All require accuracy and attention to detail and procedures.

* Assist students/alumni with career software: Cardinal Link, Focus 2, etc.

* Assist students with resume writing using resume examples and resources on Cardinal Link. This requires the ability to critique resume content in terms of proofreading, format, and style.

* Take ownership of one or more of the office service areas and/or special projects such as social media, public relations/marketing, student engagement, recruiting support, Career Mentor Program, special events, first-destination follow-up survey, etc.

* Maintain image of neatness, efficiency and organization by strictly following office opening/closing procedures, keeping work areas tidy, etc.

* Adhere to the Standards for Career Development Staff Members (see Standards).

Skills desired: Customer service; general office (including typing and data entry); computer experience, public relations and marketing; creativity; writing; proofreading; graphics. Students from all majors are desired and eligible.

Benefits: Personal use of equipment after hours, familiarity with programs and services for future use; well-rounded work experience for good resume builder; endless networking opportunities; flexible work schedule; convenient work location; fun team atmosphere!

NUMBER OF HOURS PER WEEK: 10

WORK DAY SCHEDULE:

SEMESTER(S) OF EMPLOYMENT: Fall, Spring, and Summer terms

WAGE RATE:

X	\$8.60 [FY or SO rate]
X	\$8.85 [JR or SR rate]
	\$9.00 per hour [position requires special skills]
	\$10.00 per hour [campus tutors and lifeguards, only]

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:

X	Answer phones		Grounds/landscaping	X	Statistics
X	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
	Ability to do physical labor	X	Inventory	X	Time management skills
	Accompanist		Lifeguard Certification	X	Tutoring
X	Clerical/filing			X	Typing/Data Entry
X	Computer skills		Photography	X	Sales
X	Customer Service	X	Research		Video/audio/sound technical skills
X	Project management		Science knowledge to assist lab	X	Web page design
X	Effective Communication		Sports Information		