

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

OFFICE OR DEPARTMENT: Central Services

CONTACT PERSON: Darlene Atkinson

EMAIL:

JOB TITLE: Central Services - Mailroom

JOB DESCRIPTION: Customer service position. Process all outgoing and incoming mail. Process bulk mailings, sell postage, help in reprographics area.

NUMBER OF HOURS PER WEEK: 10

WORK DAY SCHEDULE: Anytime M-F from 8-4:30.

SEMESTER(S) OF EMPLOYMENT: Fall and Spring semesters

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		Statistics
x	Ability to work in office setting	x	Interpersonal skills		Theatre/Stage Production
x	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
x	Customer Service		Research		Video/audio/sound technical skills
x	Be able to lift up to 35 lbs		Science knowledge to assist lab		Web page design
x	Effective Communication		Sports Information		

Other, please specify:

Additional Information: