

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

OFFICE OR DEPARTMENT: Central Services

CONTACT PERSON: Darlene Atkinson

EMAIL:

JOB TITLE: Central Services - Reprographics

JOB DESCRIPTION: Print requests as needed, help in mailroom as needed. Work for faculty members and proctor exams for faculty members, computer work, etc.

NUMBER OF HOURS PER WEEK: 10

WORK DAY SCHEDULE:

SEMESTER(S) OF EMPLOYMENT: Fall and Spring terms

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]

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:

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

Other, please specify:

Additional Information: