

**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 - 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:**

- yes \$8.60 [FY or SO rate]
- yes \$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:**

<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:**