

**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 Assistant

JOB DESCRIPTION: Summer conferences position will take care of all requests for campus guests. Will also be responsible for billings, help in mailroom, switchboard and reprographics

NUMBER OF HOURS PER WEEK: 30

WORK DAY SCHEDULE: Day and Evening

SEMESTER(S) OF EMPLOYMENT: Summer only

WAGE RATE:

\$7.85 [FY or SO rate]

\$8.10 [JR or SR rate]

X \$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:

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	X	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
	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		Sports Information		

Other, please specify: This position requires you to live on campus and be on call at night and on weekends.

Additional Information: