

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

OFFICE OR DEPARTMENT: Office of the Registrar

CONTACT PERSON: Ling Klish

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JOB TITLE: Student Office Assistant

JOB DESCRIPTION: Customer service (counter and phone); scanning files and forms including Etrieve system; processing mail; faxing/copying; scanning/emailing grad checklists; filing; processing transcripts and proof of enrollments; data entry in system and on Excel spreadsheets; special projects; running campus errands; other duties as needed.

NUMBER OF HOURS PER WEEK: Approximately 10 (hours will be increased for summer position)

WORK DAY SCHEDULE: To be arranged around individual class schedule each semester

SEMESTER(S) OF EMPLOYMENT: Fall and Spring Semesters (Summer 2020 position available)

WAGE RATE:

- X \$8.60 [FY or SO rate]
- X \$8.85 [JR or SR rate]

REQUIRED SKILLS:

X	Answer phones		Grounds/landscaping		Statistics
X	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
	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
	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		Sports Information		

Other, please specify:

Additional Information: This position requires a high level of confidentiality. Attention to detail and accuracy in spelling and data entry are also important. Office experience is helpful. Students' work schedules are determined by working around class schedules – students work during regular office hours (no evenings or weekends except for possibly Commencement and Cardinal Days). Prefer to train students who would like to keep the same position over the course of their college career. Preference may be given to students who live close enough and are available to work during breaks, if possible (i.e., Fall and Spring breaks, Semester break in January, and Summer break—May through August).