

**Student Worker Position Description
William Jewell College
2017-2018 Academic Year**

OFFICE OR DEPARTMENT: Facilities Management
CONTACT PERSON: Deana Chapin
EMAIL: chapind@william.jewell.edu

JOB TITLE: Utility

JOB DESCRIPTION: Hauling trash; collecting recyclables, moving furniture and other items, cleaning walls, floors, furnishings and equipment

NUMBER OF HOURS PER WEEK: 10

WORK DAY SCHEDULE: TBD

SEMESTER(S) OF EMPLOYMENT: 2017-2018 Academic Year

WAGE RATE:

- X \$7.70 [FY or SO rate]
- X \$7.95 [JR or SR rate]
- \$8.00 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:

	Answer Phones		Grounds/Landscaping		Statistics
	Ability to Work in Office Setting		Interpersonal Skills		Theatre/Stage Production
X	Ability to do Physical Labor	X	Inventory	X	Time Management Skills
	Accompanist		Lifeguard Certification		Tutoring
	Clerical/Filing				Typing/Data Entry
	Computer Skills		Photography		Sales
X	Customer Service		Research		Video/Audio/Sound Technical Skills
X	Custodial		Science Knowledge to Assist Lab		Web Page Design
X	Effective Communication		Sports Information		

Answer Phones

Other, please specify:

Additional Information: