

Student Worker Position Description
William Jewell College
2019-20 Academic Year
New Opening Fall 2019
Posting Date Aug 2019

OFFICE OR DEPARTMENT: Financial Aid

CONTACT PERSON: Ashlea Buntin **EMAIL:** buntina@william.jewell.edu

JOB TITLE: Office Assistant

JOB DESCRIPTION: The Office Assistant will assist Financial Aid personnel with filing, document imaging and other clerical needs. The Office Assistant will assist with importing and archiving documents into Etrieve, and will assist with maintaining all sources of social media. The Office Assistant will also work with prospective, current, and past students on a peer-to-peer level with basic financial aid and financial literacy questions.

NUMBER OF HOURS PER WEEK: 8-10

WORK DAY SCHEDULE: Day

SEMESTER(S) OF EMPLOYMENT: Fall, Spring terms

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	X	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. Office experience is helpful. Students' work schedules are determined by working around class schedules and occur during regular office hours. Prefer to train students who would like to keep the same position over the course of their college career. The ability/availability to work during breaks, if possible (i.e., Fall and Spring breaks, Semester break in January, and Summer break—May through August) is beneficial but not required.