

**Student Worker Position Description  
William Jewell College  
2018-19 Academic Year**

**OFFICE OR DEPARTMENT:** Languages

**CONTACT PERSON:** Robert Wells

**EMAIL:** wells@william.jewell.edu

**JOB TITLE:** Language Lab Assistants

**JOB DESCRIPTION:** Provide technical and linguistic assistance to students using the language lab

**NUMBER OF HOURS PER WEEK:** 2

**WORK DAY SCHEDULE:** Day

**SEMESTER(S) OF EMPLOYMENT:** Fall and Spring semesters

**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:**

	Answer phones		Grounds/landscaping		Statistics
	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
	Ability to do physical labor		Inventory		Time management skills
	Accompanist		Lifeguard Certification	X	Tutoring
	Clerical/filing				Typing/Data Entry
X	Computer skills		Photography		Sales
	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:** Language skills 211 level

**Additional Information:** Students work 1, 2 or 3 hours per week; normally,