

Athletics Department

WORK STUDY POSITION

Mabee Center Supervisor

Students will work as a desk supervisor of the Mabee Center making sure that members entering the facility have current memberships, rentals are taken care of, facility is kept clean, everything is locked up at night and secured. There will be additional duties each day for workers depending on events. This person needs to be energetic and self motivating with little need for direct supervision. This is NOT a position designed to be a desk job doing homework or personal computer use.

Job Details/Qualifications

- Work study eligible
- Enrolled in William Jewell College
- Effective communicator
- Self-motivated
- Interpersonal skills
- Dependability
- Time management skills
- Ability to work in office setting
- Answer phones
- Ability to do clerical and filing
- Inventory skills
- Typing/Data entry skills

Hours

- 10-15 hours per week
- Varied, days, evenings, and weekends
- Flexible hours/seasonal work

Location

Mabee Center Athletics/Front Desk

Salary

- Fr/So - \$7.85 Jr/Sr - \$8.10
- Hiring 10-15 students for this position

Contact

Beverly Siercks

Assistant Athletic Director

siercksb@william.jewell.edu

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.