

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

**OFFICE OR DEPARTMENT:** Department of Music  
**CONTACT PERSON:** Anne Aunspaugh  
**EMAIL:** aunspaugh@william.jewell.edu

**JOB TITLE:** Stage crew

**JOB DESCRIPTION:** These students manage department recitals, including working backstage and recording. They also assist with CSOM recitals as needed.

**NUMBER OF HOURS PER WEEK:** 2

**WORK DAY SCHEDULE:**

**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	Interpersonal skills		Theatre/Stage Production
X	Ability to do physical labor	Inventory	X	Time management skills
	Accompanist	Lifeguard Certification		Tutoring
	Clerical/filing			Typing/Data Entry
	Computer skills	Photography		Sales
X	Customer Service	Research	X	Video/audio/sound technical skills
	Custodial			Web page design
X	Effective Communication	Sports Information		

**Other, please specify:** Ability to lift and move equipment and instruments

**Additional Information:**