

**William Jewell College**  
**2019-2020 Academic Year**  
**Student Worker Position Description**

**OFFICE OR DEPARTMENT:** Department of Music

CONTACT PERSON: Anne Aunspaugh

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**JOB TITLE: MUSIC OFFICE STUDENT WORKER**

**JOB DESCRIPTION:** General assistance in the Music Office. Filing, copying, production of programs, data entry, answer phones. Assist the Director of the CSOM with general office work: answer phones, filing, data entry, assisting parents with questions, copying

**NUMBER OF HOURS PER WEEK:** 6-8

**WORK DAY SCHEDULE:** Weekday afternoons preferred

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

**WAGE RATE:** \$8.60 [FY or SO rate] \$8.85 [JR or SR rate]

**REQUIRED SKILLS:**

Answer phones	Customer Service
Ability to work in office setting	Research
Interpersonal skills	Effective Communication
Inventory	Time management skills
Clerical/filing	Typing/data Entry
Computer skills	

Other, please specify: Self motivation and ability to work unsupervised

Additional Information: Some music experience would be helpful but not necessary.