

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

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.

NUMBER OF HOURS PER WEEK: 6-8

WORK DAY SCHEDULE: office hours

SEMESTER(S) OF EMPLOYMENT: Fall and Spring semesters

WAGE RATE:

- X \$7.85 [FY or SO rate]
- X \$8.10 [JR or SR rate]
- \$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:

X	Answer phones		Grounds/landscaping		Statistics
X	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
	Ability to do physical labor	X	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: Self-motivation

Additional Information: