

**Student Worker Position Description
William Jewell College
2019-20 Academic Year**

OFFICE OR DEPARTMENT: Department of Nursing

CONTACT PERSON: Asst to Chair of Nursing

EMAIL: christopherj@william.jewell.edu

JOB TITLE: Department of Nursing Office Assistant

JOB DESCRIPTION: The Department of Nursing Work Study will be responsible for assisting the Office Manager and Administrative Assistant with daily duties involved in serving the department faculty and students. Responsibilities may include but are not limited to the following:

- Pick up and delivery of mail and packages
- Campus errands
- Copy requests
- Filing
- Assist with special event projects and preparations
- Various office projects
- Assist with the cleaning and maintenance of office, commons, and computer lab areas
- Gather data for research

NUMBER OF HOURS PER WEEK: 8 - 10 hours

WORK DAY SCHEDULE: Flexible between the hours of 8 am - 5 pm

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

WAGE RATE:

- x \$8.60 [FY or SO rate]
- x \$8.85 [JR or SR rate]
- \$9.00 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
x	Ability to do physical labor		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
x	Custodial		Science knowledge to assist lab		Web page design
x	Effective Communication		Sports Information		

Other, please specify:

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OFFICE OR DEPARTMENT: Department of Nursing
CONTACT PERSON: Asst to Chair of Nursing
EMAIL: christopherj@william.jewell.edu

JOB TITLE: Nursing Arts Laboratory (NAL) Assistant

JOB DESCRIPTION: The Nursing Arts Laboratory Assistant will:

1. Assist sophomore and junior nursing students in mastering selected skills in the NAL curriculum. Specifically, the NAL assistant will:

- a. Coach students on skill preparation.
- b. Re-teach technique to students if needed.
- c. Monitor quality of skill performance.
- d. Communicate NAL skill expectations.
- e. Test students on selected skill mastery.
- f. Create a supportive environment for learning.
- g. Communicate with NAL coordinator about students' progress or lack of progress.
- h. Serve as a liaison between student and faculty, communicating concerns and ways to make the NAL experience better.

2. Assist the NAL coordinator in the management of the NAL.

- a. Be sure NAL is clean and organized after testing.
- b. Report need for repairs or new purchases.
- c. Clean specific areas of the NAL as directed.

NUMBER OF HOURS PER WEEK: Varies

WORK DAY SCHEDULE:

SEMESTER(S) OF EMPLOYMENT: Lead Lab Assistant- assists with communication and organization of other Lab Assistants

WAGE RATE:

- \$8.60 [FY or SO rate]
- \$8.85 [JR or SR rate]
- X \$9.00 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	X	Statistics
	Ability to work in office setting	Interpersonal skills		Theatre/Stage Production

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

Other, please specify: Must have successfully completed NUR 320.

Additional Information:

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OFFICE OR DEPARTMENT: Department of Nursing

CONTACT PERSON: Asst to Chair of Nursing

EMAIL: christopherj@william.jewell.edu

JOB TITLE: Student Worker Research Assistant

JOB DESCRIPTION: The Student Worker Research Assistant will be responsible for assisting the Administrative Assistant with daily duties involved in serving the department faculty and students.

Responsibilities may include but are not limited to the following:

- Assist faculty in research including:
- IRB Process •Database Searches •Data Retrieval
- Copy requests
- Filing
- Word processing, document creation

NUMBER OF HOURS PER WEEK: 10 hours

WORK DAY SCHEDULE: Flexible schedule negotiated between student and faculty, days, evenings, weekends.

SEMESTER(S) OF EMPLOYMENT: Fall and Spring Semesters

WAGE RATE:

- x \$8.60 [FY or SO rate]
- x \$8.85 [JR or SR rate]
- \$9.00 per hour [position requires special skills]
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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		Inventory	x	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
x	Clerical/filing			x	Typing/Data Entry
x	Computer skills		Photography		Sales
	Customer Service	x	Research		Video/audio/sound technical skills
x	Custodial		Science knowledge to assist lab		Web page design
	Effective Communication		Sports Information		

Other, please specify: Yes

Additional Information: