

**Student Worker Position Description
William Jewell College
2018-2019 Academic Year**

OFFICE OR DEPARTMENT: Student Life/Disability Services

CONTACT PERSON: Missy Henry, henrymr@william.jewell.edu, 816-415-7556

JOB TITLE: ORGANIZATIONAL/ACADEMIC COACH

JOB DESCRIPTION: This position will provide support and mentoring to a qualified student who demonstrates a need for services and support in the areas of executing functioning and organization. This position will assist the student with the following; developing a plan for submitting home work on-time, setting reminders for important events, developing a homework schedule/plan, and accessing and using Moodle effectively.

NUMBER OF HOURS PER WEEK: Meet three to four times a week for an hour

WORK DAY SCHEDULE: FLEXIBLE

SEMESTER(S) OF EMPLOYMENT: Fall and Spring semesters

WAGE RATE: (PER CLASS RATE)

\$7.50 [FY or SO rate]

\$7.75 [JR or SR rate]

\$8.00 per hour [position requires special skills]

X \$10.00 per hour-Tutor

REQUIRED SKILLS:

	Answer phones		Grounds/landscaping		Statistics
	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	X	Tutoring
	Clerical/filing	X	Organizational skills		Typing/data Entry
	Computer skills		Photography		Sales
	Customer Service		Research		Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		Sports Information	X	Plan development

Other, please specify: 3.0 +Cum GPA, psychology or educational major (or equivalent) and this position requires a confidentiality waiver to be signed.