

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

OFFICE OR DEPARTMENT: Marketing and Public Relations

CONTACT PERSON: Cara Dahlor

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JOB TITLE: Photography/Videography Assistant

JOB DESCRIPTION: Students will be responsible for editing and shooting photos and/or short videos for social media and other marketing platforms. Students will also help maintain photo and video archives. All eligible students should have at least two years background in photography or videography and be proficient in the basic functions of the camera. Students are not required to own a camera.

NUMBER OF HOURS PER WEEK: 8

WORK DAY SCHEDULE: varies based on events and shoot schedules

SEMESTER(S) OF EMPLOYMENT: Fall and Spring semesters

WAGE RATE:

\$8.60 [First-year or Sophomore rate]

\$8.85 [JR or SR rate]

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

Other, please specify:

Additional Information