

Athletics Department

WORK STUDY POSITION

Sports Information Assistant

The sports information office is responsible for all communication for 20 NCAA-II sports. Students will have the opportunity to gain valuable knowledge in the areas of statistical software, broadcasting, photography, and writing. Students will be taught any and all software processes needed.

Qualifications

- Work study eligible
- Enrolled in William Jewell College
- Ability to work in an office setting
- Clerical/filing
- Computer skills
- Effective communicator
- Dependability/Promptness
- Time management skills
- Typing/Data entry
- Flexibility and willingness to adapt to last minute changes
- Works well in a team setting
- Problem Solving

Hours

10-20 hours per week
Varied, days, evenings, and weekends
Flexible hours/seasonal work

Location

Mabee Center Athletic Department

Salary

Fr/So - \$7.70
Jr/Sr - \$7.95

Contact

JaeLynn Ellison

Sports Information Director
ellisonj@william.jewell.edu

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.