

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

**OFFICE OR DEPARTMENT:** Teaching and Learning Technologies

**CONTACT PERSON:** Brandon Buhlig

**EMAIL:** [buhlig@william.jewell.edu](mailto:buhlig@william.jewell.edu)

**JOB TITLE:** eHub Technician

**JOB DESCRIPTION:** Student will work with faculty to troubleshoot technical problems in classrooms. Student will perform basic maintenance and repair on classroom equipment. Student will assist in setting up equipment, as needed. Student will work with faculty, staff and students to troubleshoot issues with personal devices and apps. Student will work on projects both individually and in collaboration with students, faculty and staff.

**NUMBER OF HOURS PER WEEK:** 8

**WORK DAY SCHEDULE:** Varies

**SEMESTER(S) OF EMPLOYMENT:** Fall, Spring, and Summer terms

**WAGE RATE:**

	\$7.85 [FY or SO rate]
	\$8.10 [JR or SR rate]
X	\$8.50 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
X	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
X	Ability to do physical labor	X	Inventory	X	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
	Clerical/filing			X	Typing/Data Entry
X	Computer skills	X	Photography		Sales
X	Customer Service	X	Research	X	Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab	X	Web page design
X	Effective Communication		Sports Information		

**Other, please specify:** Knowledge of Apple products and devices, ability to provide innovative technology solutions, ability to effectively communicate with faculty, staff and students, troubleshooting capabilities, ability to complete projects with minimal direction, ability to prioritize and self-initiate tasks, ability to learn new tools and software quickly

**Additional Information:** Prefer multi-year commitment