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## Student Employment Job Description

Department: (Office)	Languages
Position Title:	Language Lab Assistants
Position Type:	Language Lab/Homework Help Assistant
Semesters Needed:	<input type="checkbox"/> Summer '09 <input checked="" type="checkbox"/> Fall '09 <input checked="" type="checkbox"/> Spring '10 <input type="checkbox"/> Summer '10
Supervisor Name:	Kathleen Taceslosky and Sabrina Martin, Language Lab Head Assistant
Campus Extension:	5691
Position Location: (Building)	Language Lab, Jewell 203
# of Positions:	varies
# of Hours per week:	2-6
Specific Days:	M_X_ TuX__ W_X_ Th_X_ F_X_ Sa__ Su__
Pay Rate per hour:	\$7.25
Student must be:	Federal Work Study eligible__ Institutionally eligible__ Either_X_ But work study preferred (not work study eligible)
Description of Responsibilities:	To supervise use of language lab technologies and materials and enforce lab rules To keep lab neat and clean To offer homework help To retrieve printing assignments To give support in helping Languages faculty with small jobs
Desired Qualifications:	Timeliness, friendliness, helpfulness, enthusiasm for languages
Other Requirements:	Must have at least intermediate experience in a language (Greek, French, Japanese, Latin, Arabic, Spanish)
Inquiries regarding position may be directed to:	<a href="mailto:martins@william.jewell.edu">martins@william.jewell.edu</a> (417) 336-4335

All students are required to sign a William Jewell College Work Agreement prior to employment. Please contact the Office of Financial Aid and Scholarship Services to obtain the agreement.