



500 College Hill • Liberty, Missouri 64068-1896 • (816) 781-7700 • Fax (816) 415-5006
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Student Employment Job Description

Department: (Office)	Office of Institutional Advancement
Position Title:	Student Development Associates
Position Type:	
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:	Jessica Greason
Campus Extension:	5035
Position Location: (Building)	Marston
# of Positions:	10-15 positions available
# of Hours per week:	3-12hours (Hours are 5:45pm-8:45pm)
Specific Days:	M_x_ Tu_x_ W_x_ Th_x_ F__ Sa__ Su__
Pay Rate per hour:	\$7.50
Student must be:	Federal Work Study eligible__ Institutionally eligible__ Either_x_ (not work study eligible)
Description of Responsibilities:	Student fundraisers contact alumni, friends and parents of William Jewell College to update contact information, reconnect them to the college and ask for pledged financial support for specific William Jewell College funds.
Desired Qualifications:	Currently enrolled in William Jewell College, team player, goal oriented ability to communicate effectively, enthusiastic and positive attitude, self-motivated, ability to listen, dependability, interest in William Jewell programs and activities and basic computer skills.
Other Requirements:	
Inquiries regarding position may be directed to:	greasonj@william.jewell.edu (816) 415 - 6983

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.