

**Student Worker Position Description
William Jewell College
2011-12 Academic Year**

OFFICE OR DEPARTMENT: Facilities Management, Procurement & Central Services

CONTACT PERSON: Darlene Atkinson and Stephany Guest (email address: atkinsond@william.jewell.edu)

JOB TITLE: Generalists, Facilities Management & Central Services

JOB DESCRIPTION: Various responsibilities and duties assigned as necessary in accordance with student skill set.

NUMBER OF HOURS PER WEEK: 8 hours per week

WORK DAY SCHEDULE: Flexible

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

WAGE RATE:

- X \$7.40 [FY or SO rate]
- X \$7.65 [JR or SR rate]
- \$8.00 per hour [position requires special skills]
- \$10.00 per hour [campus tutors and lifeguards, only]

REQUIRED SKILLS:

X	Answer phones	X	Grounds/landscaping		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
X	Clerical/filing			X	Typing/data Entry
X	Computer skills		Photography		Sales
	Customer Service	X	Research		Video/audio/sound technical skills
X	Custodial		Science knowledge to assist lab		Web page design
X	Effective communication		Sports Information		

Other, please specify:
experience with trades desired

Additional Information: This position is open to students eligible for either Federal Workstudy or Workship.