

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

**OFFICE OR DEPARTMENT:** Department of Languages

**CONTACT PERSON:** John Westlie (email address: westliej@william.jewell.edu)

**JOB TITLE:** Head Lab Assistant

**JOB DESCRIPTION:** To train language lab assistants  
To supervise the language lab schedule  
To help plan the language lab budget

**NUMBER OF HOURS PER WEEK:** 5 hours per week

**WORK DAY SCHEDULE:** Day

**SEMESTER(S) OF EMPLOYMENT:** Fall and Spring semesters

**WAGE RATE:**

\$7.40 [FY or SO rate]

\$7.65 [JR or SR rate]

X \$8.00 per hour [position requires special skills]

\$10.00 per hour [campus tutors and lifeguards, only]

**REQUIRED SKILLS:**

	Answer phones		Grounds/landscaping		Statistics
X	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
	Ability to do physical labor		Inventory	X	Time management skills
	Accompanist		Lifeguard Certification	X	Tutoring
	Clerical/filing				Typing/data Entry
X	Computer skills		Photography		Sales
	Customer Service		Research		Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
X	Effective communication		Sports Information		

Other, please specify:

**Language skills**

**Additional Information:**

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

**OFFICE OR DEPARTMENT:** Department of Languages

**CONTACT PERSON:** John Westlie (email address: westliej@william.jewell.edu)

**JOB TITLE:** Language Lab Assistant

**JOB DESCRIPTION:** To provide technical, linguistic, and/or homework assistance to students in the language lab

**NUMBER OF HOURS PER WEEK:** 10 hours per week

**WORK DAY SCHEDULE:** Day

**SEMESTER(S) OF EMPLOYMENT:** Fall and Spring semesters

**WAGE RATE:**

- \$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:**

	Answer phones		Grounds/landscaping		Statistics
X	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
	Ability to do physical labor		Inventory		Time management skills
	Accompanist		Lifeguard Certification	X	Tutoring
	Clerical/filing				Typing/data Entry
X	Computer skills		Photography		Sales
	Customer Service		Research		Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
X	Effective communication		Sports Information		

Other, please specify:

**Language skills, intermediate or above (ARA, JRN, Classics), major level (FRE, SPA)**

**Additional Information:**