



500 College Hill • Liberty, Missouri 64068-1896 • (816) 781-7700 • Fax (816) 415-5006
 www.jewell.edu • Finaid@william.jewell.edu

Student Employment Job Description

Department: (Office)	Central Services/Mailroom/Office of Reprographics
Position Title:	Customer Service Associate
Position Type:	
Semesters Needed:	<input type="checkbox"/> Summer '09 <input checked="" type="checkbox"/> Fall '09 <input type="checkbox"/> Spring '10 <input checked="" type="checkbox"/> Summer '10
Supervisor Name:	Darlene Atkinson
Campus Extension:	x5220 or x 5229
Position Location: (Building)	Yates College Union and Marston Hall
# of Positions:	5
# of Hours per week:	10
Specific Days:	M_X Tu_X_ W_X_ Th_X_ F_X_ Sa_X_ Su__
Pay Rate per hour:	\$ Minimum Wage
Student must be:	Federal Work Study eligible_X Institutionally eligible__ Either__ (not work study eligible)
Description of Responsibilities:	varies, clerical, running xerox machines, working with mail.
Desired Qualifications:	Computer knowledge, Microsoft office.
Other Requirements:	Need to be able to work 2 hours consecutively
Inquiries regarding position may be directed to:	sguest@william.jewell.edu (816) - 415-5929 (Stephany Guest)

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.