



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)	Men's Basketball
Position Title:	Student Manager/Assistant
Position Type:	Office Worker
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:	Larry Holley
Campus Extension:	5287
Position Location: (Building)	213 Mabee Center
# of Positions:	2
# of Hours per week:	average of 10
Specific Days:	varies with the student manager position (days and some nights with games) – office worker: would like 2 hours daily if possible M through F
Pay Rate per hour:	\$ minimum wage
Student must be:	Federal Work Study eligible <input checked="" type="checkbox"/> Institutionally eligible <input type="checkbox"/> Either <input type="checkbox"/> (not work study eligible)
Description of Responsibilities: student manager:	assist with practice daily (set up courts, get equipment out, keep stats, assist with drills, etc.) – assist with home game management (could include video taping of games, assisting at the bench, assisting with statistics, etc.)...attending some road games with similar duties... assisting during the year with some office duties....office worker: need computer skills...office work could include: DVD exchange with opponents – mailings, communication...faxing...assisting with the preparation for the High School Holiday Tournament (involves communication with 24 high schools)...general office duties: filing... copying, etc.
Desired Qualifications:	I am looking for individuals who are industrious, friendly, honest, reliable, resourceful and who can adapt to various situations...the office worker does not have to have a basketball background...the student manager needs to like the game and enjoy being around student-athletes and a coaching staff
Other Requirements:	N/A – male or female



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Inquiries regarding position may be directed to: Larry Holley holleyl@william.jewell.edu  
(816) 415-5947

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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.