

**Student Worker Position Description
William Jewell College
2021-22 Academic Year**

OFFICE OR DEPARTMENT: Athletic Department

CONTACT PERSON: Chase Kearney, Assistant AD for Events, Facilities, & Equipment

EMAIL: kearneyc@william.jewell.edu

JOB TITLE: Athletic Equipment Room Assistant

JOB DESCRIPTION: Provide equipment services to Athletics Department, launder practice & game apparel, maintain inventory records, assist in game day set-up/tear-down, and assist with game days when needed

NUMBER OF HOURS PER WEEK: 15

WORK DAY SCHEDULE: varied, days evenings and weekends

SEMESTER(S) OF EMPLOYMENT: August-May

WAGE RATE:

- X \$10.30 [FY or SO rate]
- X \$10.55 [JR or SR rate]
- \$11.65 per hour [position requires special skills]
- \$11.70 per hour [campus tutors and lifeguards, only]

NOTE: STUDENTS MAY NOT WORK DURING REGULARLY SCHEDULED CLASS TIME. IF CLASS IS CANCELLED OR DISMISSED EARLY, THE STUDENT MUST PROVIDE DOCUMENTATION FROM THE FACULTY MEMBER BEFORE BEGINNING WORK.

REQUIRED SKILLS:

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

Other, please specify:

Additional Information: