

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

OFFICE OR DEPARTMENT: Athletic Department

CONTACT PERSON: Eddie Horn, Head Men's Soccer Coach / Cory Herchenroeder, Head Women's Soccer Coach

EMAIL: home@william.jewell.edu

JOB TITLE: Soccer Student Assistant

JOB DESCRIPTION: Students will assist coach with duties to help prepare for games and game management. Will also possibly video for games and practice.

NUMBER OF HOURS PER WEEK: 15

WORK DAY SCHEDULE: afternoons, evenings and weekends

SEMESTER(S) OF EMPLOYMENT: September-April (seasonal hours vary, more in season)

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:

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

Other, please specify:

Additional Information: Great experience working with sports, management, and coaches.