

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

**OFFICE OR DEPARTMENT:** Athletic Department  
**CONTACT PERSON:** Carolyn Raynes, Head Volleyball Coach  
**EMAIL:** raynesc@william.jewell.edu

**JOB TITLE:** Volleyball Student Worker

**JOB DESCRIPTION:** Students will assist coach with duties to help prepare for games and game management. Video for games and practice and keep statistics on sidelines

**NUMBER OF HOURS PER WEEK:** 15

**WORK DAY SCHEDULE:** afternoons, weekends and evenings

**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:**

	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.