

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

**OFFICE OR DEPARTMENT:** Athletic Department  
**CONTACT PERSON:** Jason Smelser, Director of Athletic Performance  
**EMAIL:** smelserj@william.jewell.edu

**JOB TITLE:** Athletic Performance

**JOB DESCRIPTION:** Student will assist strength staff with setting up for workouts, administering workouts, learning what it takes to be a strength coach. This position will require early hours and professionalism.

**NUMBER OF HOURS PER WEEK:** 15

**WORK DAY SCHEDULE:** 5 A.M- 7 A.M, and 2 P.M- 4 P.M

**SEMESTER(S) OF EMPLOYMENT:** August-April

**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:**

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

**Other, please specify:**

**Additional Information:**