

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

OFFICE OR DEPARTMENT: Central Services

CONTACT PERSON: Darlene Atkinson

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JOB TITLE: Cardinal Ambassadors

JOB DESCRIPTION: Process all outgoing and incoming mail. Process bulk mailings, sell postage, help in reprographics area.

NUMBER OF HOURS PER WEEK: 8

WORK DAY SCHEDULE: Anytime M-F from 8- 4:30

SEMESTER(S) OF EMPLOYMENT: All semesters

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

Other, please specify:

Additional Information: This position operates the campus switchboard, provides customer service to all guests entering Curry Hall. This position does projects for several offices, which includes, but is not limited to data entry, spreadsheets (Excel), ordering, campus tours for new hires, process mailings, pick-up and delivery of mail and packages, communicating with students in person and via email.