

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

**OFFICE OR DEPARTMENT:** Central Services

**CONTACT PERSON:** Darlene Atkinson

**EMAIL:** central@william.jewell.edu

**JOB TITLE:** Central Services Assistant

**JOB DESCRIPTION:** Summer conferences position will take care of all requests for campus guests. Will also be responsible for billings, help in mailroom, switchboard and reprographics

**NUMBER OF HOURS PER WEEK:** 30

**WORK DAY SCHEDULE:** Day, Evening and weekend 24/7 days a week as needed

**SEMESTER(S) OF EMPLOYMENT:** Summer only

**WAGE RATE:**

\$10.30 [FY or SO rate]

\$10.55 [JR or SR rate]

\$11.65 per hour [position requires special skills]

X \$12.70 per hour

**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      | X | 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                        | X | Video/audio/sound technical skills |
|   | Custodial                         |   | Science knowledge to assist lab |   | Web page design                    |
| X | Effective Communication           |   | Sports Information              |   |                                    |

**Other, please specify:** This position requires you to live on campus and be on call at night and on weekends.

**Additional Information:** The summer position will be workshop, instead of workstudy