

**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 - Reprographics

JOB DESCRIPTION: Print requests as needed, help in mailroom as needed. Work for faculty members and proctor exams for faculty members, computer work, etc.

NUMBER OF HOURS PER WEEK: 10

WORK DAY SCHEDULE:

SEMESTER(S) OF EMPLOYMENT: All terms

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:

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

Other, please specify:

Additional Information: