

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

OFFICE OR DEPARTMENT: Athletic Department- Football

CONTACT PERSON: Coaches, Equipment manager, Compliance Coordinator, SID, Mabee Center Coordinator, Athletic Training, Director of Broadcasting, Assistant Athletic Director and the Strength and Conditioning Coach.

EMAIL: andersonc@william.jewell.edu

JOB TITLE: Football Student Manager/Camera Operator

JOB DESCRIPTION: A) Assist with office work necessary to run football program-filing,copying, computer work help with mailing, giving tours.
B) Film games and practice during fall and Spring Ball
C) Setup and tear down equipment for practices

NUMBER OF HOURS PER WEEK: 20

WORK DAY SCHEDULE: Day, evenings, weekends

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	X	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
X	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		Sports Information		

Other, please specify: We will need 4-5 workers.

Additional Information: Great experience working with sports, management, and coaches.