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

**OFFICE OR DEPARTMENT:** Office of Institutional Advancement

**CONTACT PERSON:** Amy Van Wagner

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

**JOB TITLE:** Student Administrative Associate

**JOB DESCRIPTION:** Students provide overall administrative and data support for the Office of Institutional Advancement with general office duties, data support projects, gift processing support and alumni/donor database information maintenance.

**NUMBER OF HOURS PER WEEK:** 10

**WORK DAY SCHEDULE:** Day

**SEMESTER(S) OF EMPLOYMENT:** Fall, Spring, and Summer 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:**

<table>
<thead>
<tr>
<th>Required Skill</th>
<th>Office/Setting</th>
<th>Interpersonal Skills</th>
<th>Theatre/Stage Production</th>
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<tbody>
<tr>
<td>Answer phones</td>
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<tr>
<td>X Ability to work in office setting</td>
<td>X Interpersonal skills</td>
<td>Theatre/Stage Production</td>
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<td>Ability to do physical labor</td>
<td>Inventory</td>
<td>X Time management skills</td>
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<td>Accompanist</td>
<td>Lifeguard Certification</td>
<td>Tutoring</td>
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<td>X Clerical/filing</td>
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<td>X Typing/Data Entry</td>
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<td>X Computer skills</td>
<td>Photography</td>
<td>Sales</td>
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<td>X Customer Service</td>
<td>Research</td>
<td>Video/audio/sound technical skills</td>
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<td>Custodial</td>
<td>Science knowledge to assist lab</td>
<td>Web page design</td>
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<td>X Effective Communication</td>
<td>Sports Information</td>
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**Additional Information:** The summer position will be workship, instead of workstudy