

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

OFFICE OR DEPARTMENT: President's Office

CONTACT PERSON: Angela Bass

EMAIL: bassa@william.jewell.edu

JOB TITLE: Student Assistant

JOB DESCRIPTION: Assists with clerical duties and projects for the President's Office

Duties and Responsibilities

- Assists with general office tasks and miscellaneous projects as needed
- Assists with office mailings
- Assists with office organization
- Research and short written summaries
- First draft of correspondence
- Transcribe call reports
- Filing
- Scanning historical / presidential documents for retention
- Assist w/ staff council projects

Knowledge, Skills and Abilities

This position requires knowledge of general office procedures and computer applications (Microsoft Word, Excel, Outlook). Attention to detail, accuracy, professional oral and written communication skills, neatness (including office appropriate attire), and dependability are important. Complete confidentiality is essential. Business major preferred.

NUMBER OF HOURS PER WEEK: 6-10

WORK DAY SCHEDULE: To be scheduled during normal business hours Monday - Friday 9:00 a.m. - 4:00 p.m.

SEMESTER(S) OF EMPLOYMENT: Fall and Spring 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]
- \$10.70 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		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	X	Research		Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		Sports Information		

Other, please specify: Business acumen / good judgment / sense of urgency & purpose

Ability to draft a business letter / cover letter

Professional dress / appearance

Ability to work on computer in the office during office hours (i.e., remote working and / or flex working not available)