

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

OFFICE OR DEPARTMENT: Theatre

CONTACT PERSON: Nathan Wyman and Chris McCoy

JOB TITLE: JTC Administrative Assistant

JOB DESCRIPTION: Student will assist the Theatre faculty in maintaining the following tasks: Copying, Filing, Researching, Email and Snail Mail Correspondence, Social media, Admissions Tracking, as well as other tasks as assigned. The student will report to the Theatre faculty at determined work hours each week.

NUMBER OF HOURS PER WEEK: 6

WORK DAY SCHEDULE: M-F 2:30-5:30 (specific hours chosen upon hiring)

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]
- \$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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| x | Answer phones | | Grounds/landscaping | | Statistics |
| x | Ability to work in office setting | x | Interpersonal skills | x | 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 | x | Sales |
| X | Customer Service | X | Research | | Video/audio/sound technical skills |
| x | Custodial | | Science knowledge to assist lab | | Web page design |
| x | Effective Communication | | Sports Information | | |

Other, please specify:

Additional Information: On the job training supplied