Student Worker Position Description
William Jewell College
2021-2022 Academic Year

OFFICE OR DEPARTMENT: Department of Performing Arts

CONTACT PERSON: Anne Aunspaugh EMAIL: aunspaugh@william.jewell.edu

JOB TITLE: Music Office Student Assistant

JOB DESCRIPTION: General assistance in the Music Office. Filing, copying, production of programs, data entry, answer phones.

NUMBER OF HOURS PER WEEK: 6-8

WORK DAY SCHEDULE: Day - afternoons

SEMESTER(S) OF EMPLOYMENT: Fall and Spring semesters

WAGE RATE:
X $10.30 [FY or SO rate]
X $10.55 [JR or SR rate]

REQUIRED SKILLS:
Answer phones       Interpersonal skills
Ability to work in office setting       Inventory
Clerical/filing       Research
Computer skills       Time management skills
Customer Service       Typing/data Entry
Effective Communication

Other, please specify: Self motivation to work without constant supervision

Additional Information: Some music experience would be helpful but not necessary.