Athletics Department

WORK STUDY POSITION

Athletic Administration Assistant

Student will work with Athletic Administration doing various jobs based on the work load. Data entry will be a main component of some of this work. Answering phones and helping coaches as needed. Confidentiality and the ability to count money with accuracy is a must. Other duties could be assigned working with Compliance Director, Athletic Director and Associate Athletic Director. Good opportunity to learn athletic operations from the ground up!

Job Details / Qualifications

Work study eligible
Enrolled in William Jewell College
Effective communicator
Self-motivated
Interpersonal skills
Dependability
Time management skills
Ability to work in office setting
Answer phones
Ability to do clerical and filing
Inventory skills
Computer skills
Typing/Data entry skills

Hours

10-15 hours per week
8:00-5:00 p.m. Monday - Friday

Location

Mabee Center Athletics Office

Salary

Fr/So - $8.60 Jr/Sr - $8.85
Hiring 1-3 students for this position

Contact

Beverly Siercks
Assistant Athletic Director
siercksb@william.jewell.edu

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.