

William Jewell College
Student Worker Expectations

WELCOME

We are glad you are joining us in this office. Your role is vital, and we want you to understand what will be expected as a student worker and what you can expect from us as your employer. These expectations have been developed to assure the student worker program remains a vital part of the William Jewell College community.

As an employee of William Jewell College, you are expected to represent the College as a competent employee to create a professional environment. We want you to be a productive and efficient member of the department. Do not hesitate to ask a question if you are not sure how to complete a task, need additional information, or have suggestions to improve the quality and efficiency of our office. You are a valuable member to our department.

We remember you are a student with academic responsibilities. We encourage you to communicate and plan early when it comes to school responsibilities. Potential conflicts in schedule due to academic requirements (i.e. exam), should be discussed with your supervisor in advance of those planned events.

Below are guidelines important in maintaining a professional office environment.

ATTENDANCE

We will help you plan your work schedule, taking into account your courses and other campus activities. You will be expected to arrive on time and be dependable in attendance. If you need to miss a shift, you must notify your supervisor at least 24 hours in advance of absences (unless unexpected illness or emergency occurs). Time off may be scheduled in advance for specific plans that are anticipated such as exams and other college activities. Your supervisor will instruct you on the proper notification method. Excessive absenteeism and tardiness will affect the efficiency of the office and may be reason for disciplinary action, up to and including dismissal.

If you leave the office to run an errand and at the end of your shift, please let someone know you are leaving.

You will be responsible for accurately maintaining your PC time clock. In general, breaks (bathroom breaks excluded) are not given for shifts shorter than 4 hours.

CONFIDENTIALITY

You will often be given the privilege of handling records and information that is confidential in nature. This information should not be discussed or shared outside the office. Any breach of confidentiality is grounds for immediate dismissal from your position and potential disciplinary actions by the College. Note: a separate confidentiality agreement will be part of your work agreement.

PROFESSIONAL CONDUCT

Telephone Usage: Office phones are to be used for WJC business with personal calls made only in an emergency. Please do not use cell phone (including texting) during work hours. When answering the telephone, good communication is a high priority. Take clear and concise messages. Ask for spelling of names and repeat phone numbers.

Computer Usage: The internet is for work related business only. Please no use of Facebook, Twitter, personal email or other personal internet sites during your scheduled hours of work.

Electronic Devices: Electronic devices, such as iPods and MP3 players, are not to be used during work hours unless approved by your supervisor.

Visitors: Visits from friends during work hours is discouraged.

Workplace Attire: Attire should be appropriate to tasks and working conditions. An employee's appearance reflects upon the image of the college. Please discuss the dress code with your supervisor to guide your decisions regarding what constitutes appropriate attire for the department.

Homework: Homework for your classes should be completed outside your work hours.

Attitude: Please treat all colleagues and those who enter the department with respect, social sensitivity and with a pleasant, service-oriented attitude. Refrain from offensive or undesirable behavior, including appropriate language. Keep in mind this is a professional office and, we want you to represent WJC at its best.

Task Performed

The tasks performed by the student worker for this position will be provided by your supervisor. Over time your task might change upon the need and direction of your supervisor. If you have a question about a project or your responsibilities, ask for clarification before beginning or at any time during your work assignment.

EVALUATIONS

You will be evaluated periodically on expectations and job performance. Your supervisor will provide you with the guidelines for your evaluation and when they will be conducted.

OUR PROMISE

As supervisors we promise to....

- Treat you with respect
- Remember you are at Jewell to get a superior education so if work starts to get in the way of you being a successful student, we need to sit down and discuss the situation
- Explain the work needed and how to complete the job
- Explain procedures such as absenteeism notification, dress code, and evaluations
- Listen to your concerns

I have read and understand the student worker expectations provided by William Jewell College and understand if I have any questions regarding these expectations, I will address them with my supervisor(s).

Signatures

Student Worker

Date

Supervisor

Date

cc: Student
Supervisor