

Position Title: Campus Operations Student Assistant

Department: Business Office

Reports To: Frenchette Anderson, Chief Operating Officer, andersonf@william.jewell.edu

Hours: Approximately 5-10 hours per week, with flexibility around academic, personal, and athletic commitments

Location: On-site (Curry Hall)

Wage: FY/SO: \$12.30 per hour, JR/SR \$12.55

Position Summary:

As the Campus Operations Student Assistant, you will work closely with the COO to provide overall administrative support aimed at enhancing partnerships and opportunities for growth within the Jewell Community. This role offers an excellent opportunity for a motivated student to gain hands-on experience in operations/business development and will employ utilization of spreadsheets and department specific software while accommodating academic, personal, and athletic commitments.

Key Responsibilities:

Research and Analysis: Assist in researching potential partnership opportunities with local businesses, alumni, and other organizations relevant to the college's objectives of generating revenue

Event Coordination: Support the planning and execution of events aimed at fostering connections between the college and external stakeholders, including alumni gatherings, networking events, and outside rentals

Marketing and Promotion: Assist in developing marketing materials and strategies to promote college initiatives, events, and partnership opportunities to relevant audiences

Administrative Support: Provide administrative assistance such as scheduling meetings, managing correspondence, and maintaining databases related to business development activities

Communication: Serve as a liaison between operations and other college departments, student organizations, and external partners to ensure effective communication and collaboration

Qualifications:

- Currently enrolled as a student at Jewell, preferably with a focus on business, marketing, communications, or related fields
- Strong organizational and time management skills, with the ability to prioritize tasks effectively
- Excellent communication skills, both written and verbal
- Proficiency in Microsoft Office Suite and familiarity with social media platforms
- Ability to work independently and collaboratively in a dynamic environment

Additional Information: This position is open to new and returning students. Students with Federal Work-Study awards are encouraged to apply. Limited funding may be available for international students or students without Federal Work-Study awards.

Application Requirements: Applicants must submit their cover letter and resume via e-mail along with their completed Student Employment Application.

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	X	Statistics
X	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
	Ability to do physical labor		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		