

**Student Worker Position Description  
William Jewell College  
2024-2025 Academic Year**

**OFFICE OR DEPARTMENT:** Central Services

**CONTACT PERSON:** Alex Abend

**EMAIL:** [abenda@william.jewell.edu](mailto:abenda@william.jewell.edu)

**JOB TITLE:** Mailroom Assistant

**JOB DESCRIPTION:** Duties include the following:

- Processing incoming and outgoing mail, including bulk mailings
- Checking packages in and out
- Answering questions students/staff & faculty may have regarding mail
- Selling postage, assisting in the reprographics area (printing, copying, laminating, etc)
- Answering and transferring phones calls via switchboard
- Cleaning and organizing mail/documents
- Lifting and moving heavy items as needed

**NUMBER OF HOURS PER WEEK:** 8

**WORK DAY SCHEDULE:** Anytime M-F from 8-4:30.

**SEMESTER(S) OF EMPLOYMENT:** Fall and Spring semesters

**WAGE RATE:**

- X \$12.30 [FY or SO rate]
- X \$12.55 [JR or SR rate]
- \$9.85 per hour [position requires special skills]
- \$10.85 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:**

x	Answer phones		Grounds/landscaping		Statistics
x	Ability to work in office setting	x	Interpersonal skills		Theatre/Stage Production
x	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		Research		Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
x	Effective Communication		Sports Information		

**Other, please specify:**

**Additional Information:**

This position is workstudy only