

**Student Worker Position Description
William Jewell College
2025-26 Academic Year**

OFFICE OR DEPARTMENT: BIOLOGY

CONTACT PERSON: Renee Harper

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JOB TITLE: Biology Teaching Assistant

JOB DESCRIPTION: ATTENDANCE DURING LAB PERIODS TO ASSIST STUDENTS AND INSTRUCTOR.
PREPARATION OF REAGENTS AND EQUIPMENT PRIOR TO LAB AND CLEAN UP AFTER LAB.

NUMBER OF HOURS PER WEEK: 10 [Federal work study positions only]

WORK DAY SCHEDULE: Flexible between 8:00 AM and 5:00 PM

SEMESTER(S) OF EMPLOYMENT: Fall & Spring Semesters

WAGE RATE: \$14/HR

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		Statistics
	Ability to work in office setting	X	Interpersonal skills		Theatre/Stage Production
X	Ability to do physical labor	X	Inventory		Time management skills
	Accompanist		Lifeguard Certification		Tutoring
	Clerical/filing		Photography		Typing/data Entry
	Computer skills	X	Research		Sales
	Customer Service	X	Science knowledge to assist lab		Video/audio/sound technical skills
	Custodial		Sports Information		Web page design
X	Effective Communication				

Other, please specify: Must have successfully completed BIO233/234