

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

OFFICE OR DEPARTMENT: The Center for Faith and Culture

CONTACT PERSON: Melissa Dowling (Chaplain/Director of the Center for Faith and Culture)

EMAIL: dowlingm@william.jewell.edu

JOB TITLE: Chaplain's Assistant

JOB DESCRIPTION: Reporting to the Chaplain/Director of the Center for Faith and Culture

Duties may include –

- Weekly meetings with Chaplain Melissa Dowling
- Assist with planning Worship on the Hill
- Management of Worship on the Hill Volunteers
- Communication with Worship on the Hill Speakers
- Assist with events (Faith and Culture Symposium, Homecoming Chapel, Baccalaureate, etc.)
- Coordinate with student organizations (Pursue, Revive, MSA, BSA etc)
- Manage Center for Faith and Culture Brightspace page
- Creating daily and weekly social media posts
- Scheduling daily and weekly social media posts
- Other duties as assigned

NUMBER OF HOURS PER WEEK: 10-15

WORKDAY SCHEDULE: HYBRID (IN-PERSON/ASYNCHRONOUS)

SEMESTER(S) OF EMPLOYMENT: Fall & Spring Semesters

WAGE RATE:

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
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	X	Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		SportsInformation		

Other, please specify: Students must be able to:

- Volunteer management
- Event planning
- Familiarity with Google Suite and Microsoft Office
- Confidentiality

Additional Information: This position is open to returning students.

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