

Position Title: Education Office Assistant (Student Position)
Department: Education Program
Location: Jewell Hall 3rd Floor, William Jewell College
Position Type: Part-Time
Hours: 6-9 hours per week (flexible scheduling, during regular office hours)
Compensation: Paid
Reports To: Director of Education Programs

Inquire/apply: stollm@william.jewell.edu

Position Summary:

The Education Office Assistant supports daily operations of the William Jewell Education Programs, which includes the undergraduate and graduate programs as well as teacher certification. This role provides clerical and data entry assistance to the Director of Education Programs and Student Data Manager as well as helping with Education Program event preparation. Ideally, this role would be filled by a student currently enrolled in an Education program.

Key Responsibilities:

- Provide friendly, helpful assistance to Education faculty, staff, and students
- Assist with Education student files and archives, both digital and paper
- Help organize and decorate Education office suite space (Jewell 3rd floor) and Education lab classroom (Jewell 326).
- Generate content for and help moderate social media for Education Programs
- Assist in organizing and executing special events for Education Programs, including Education Wall of Fame Ceremony, KDP events, and annual Student Teaching Fair.
- Contribute ideas to improve Education data collection and storage procedures
- Perform other duties as assigned by the Director of Education Programs and/or Student Data Manager.

Qualifications:

- Must be a current William Jewell College student in good academic standing.
- Strong interpersonal and communication skills.
- Detail-oriented.
- Dependable, punctual, and self-motivated.
- Ability to work collaboratively as part of a team.
- Adherence to applicable FERPA and U.S. Department of Education regulations regarding the protection of student data

Learning Outcomes:

- Gain experience in record-keeping, archival storage, and data management processes
- Learn processes and policies related to Teacher Education Program administration
- Strengthen communication, problem-solving, and organizational skills.
- Build a greater understanding of Education Programs at William Jewell