

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

OFFICE OR DEPARTMENT: Marketing

CONTACT PERSON: Cara Dahlor

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JOB TITLE: Student Assistant

JOB DESCRIPTION: Assist the Marketing Office with photos, videos and social media content

Duties might include:

Attend campus events for photo and/or video coverage

Assist with creating social media across all platforms

Help create and edit short-form videos

Promote student and campus events

Brainstorm and research ideas for original content

Assist with influencer strategy

Update/maintain website content

Help with other marketing and communication projects

NUMBER OF HOURS PER WEEK: Multiple positions available; 4-10; **Federal Work Study positions only**

WORK DAY SCHEDULE: Daytime and evening hours, dependent on project assignments

SEMESTER(S) OF EMPLOYMENT: Fall & Spring Semesters

WAGE RATE:

\$14 (Federal Work Study positions 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:

	Answer phones		Grounds/landscaping		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
	Clerical/filing				Typing/data Entry
	Computer skills	X	Photography		Sales
	Customer Service		Research	X	Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		Sports Information		