Beloit College
Student Employment Job Description

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<th>Position Title</th>
<th>Hourly Rate</th>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<td>Spiritual Life Program Van Driver</td>
<td>$7.50</td>
<td>Spiritual Life</td>
<td>Bill Conover</td>
<td>01-53517-00000-00000-xxxxx</td>
</tr>
</tbody>
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Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 3 - 4 as needed

Work Schedule
A student in this position can expect to work variable; tbd hours per day, 3 - 6 (when field trips are scheduled) hours per week.
The student will work ☒ Monday thru Friday ☐ Saturday ☐ Sunday ☒ any day of the week.
Hours are available during the following times of the day: 8:00 am - 11:00 pm.

Department/Position Overview
SLP van drivers are hired on an as needed basis for single field trips. They may work only once in a given academic year, depending on the program’s needs and their availability. Drivers are expected to work scheduled hours, maintain paperwork and passenger lists. They must have a valid driver's license and must be certified to drive a Beloit College vehicle. Drivers are expected to use good judgement and caution in extreme weather conditions.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☐ Maintain the confidentiality of departmental/employee/student information
☐ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
☒ Meet all scheduled pick-up and drop-off times.
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills

☐ Familiarity with specific computer software, listed here:

☐ Familiarity with specific equipment, listed here:

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Trained and certified to drive a College vehicle**