Beloit College  
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Event/Athletic Overnight Host</th>
<th>Hourly Rate</th>
<th>$18 per Overnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Admissions</td>
<td>Supervisor</td>
<td>Pat Walsh</td>
</tr>
<tr>
<td>Work Location</td>
<td>Admissions or Residential Halls</td>
<td>Account Number</td>
<td>01-51503-00000-00000-xxxxx</td>
</tr>
</tbody>
</table>

Do multiple individuals hold this position at one time?  ☒ Yes  ☐ No

Number of positions available: Indefinite

Work Schedule

A student in this position can expect to work  N/A hours per day,  N/A 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:  4:30 p.m. through the next morning .

Department/Position Overview

Athletic & Event Overnight Hosts are tasked by the Enrollment Division to provide a pleasant and informative overnight visit experience to prospective high school seniors. Overnight hosts are tasked with designing an overnight visit that meets the academic and curricular interest of the prospective student. The Overnight Host should be able to build genuine and engaging relationships with a diverse population of students. Overnight hosts are paid through a system of $18 for each overnight. Athletic & Event Overnight Hosts are responsible for the care & wellbeing of prospective students during their visit.

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

☒ Work efficiently and accurately without immediate supervision

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing

☒ Detail oriented with strong organizational skills

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Paperwork and training is required prior to hosting a prospective student.