Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Admissions Lunch Host</th>
<th>Hourly Rate</th>
<th>$7.25</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>Office of Admissions / Overall Campus</td>
<td>Account Number</td>
<td>01-51503-00000-00000-xxxxx</td>
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</tbody>
</table>

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

Number of positions available: 12

Work Schedule

A student in this position can expect to work 1 hours per day, 1-2 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: 12pm-1pm and 12:30pm-1:30pm.

Department/Position Overview

The position of Lunch Host (as with Tour Guides) is part of the Beloit College Ambassadors program. As a lunch host, students bring prospective students and their families to lunch during the week. The opportunity to have lunch with a student is a good way for prospective students to actually experience a little bit of how life as a Beloit College student works. Lunch Hosts also help to answer any questions that a family may have about student life or Beloit College in general. Lunch Hosts are not Tour Guides but instead another resource for prospective students to use to get a feel for whether or not Beloit College is the right place for them. Lunch Hosts are expected to arrive at the Admissions Office 10 minutes prior to their lunch time (12:30 on MWF and 12:00 on TTh) and check in with the Ambassador Coordinator. They spend one hour with the family in order to take them to lunch and show them around Commons. They are paid $7.25 an hour for this job.

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

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: **Students will be required to attend paid training meetings through the semester.**