Beloit College
Student Employment Job Description

Position Title: Admissions Office Assistant

Hourly Rate: $7.25

Department: Admissions

Supervisor: Sue Rudolph

Work Location: Admissions

Account Number: 01-51503-00000-00000-xxxxx

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

Number of positions available: 10

Work Schedule
A student in this position can expect to work       hours per day, 6 - 10 hours per week.

The student will work  Yes Monday thru Friday  No Saturday  Yes Sunday  No any day of the week.

Hours are available during the following times of the day: 8:00 a.m.-4:30 p.m.

Department/Position Overview
The Office of Admissions is responsible for recruiting students for the College. Students who are assigned to work with the visit coordinator perform duties related to the timely and accurate processing of inquiries (data entry), arranging campus visits, welcoming visitors, and general day-to-day office operations. Students assigned to work with the project coordinator perform duties related to daily mail and bulk mail to prospective student and parents, as well as general day-to-day office operations, including data entry.

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
☒ Support campus visit programs and activities
☒ Inventory control (requires lifting)
**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: **Microsoft Word & Excel**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
- Excellent keyboarding skills
- Physical strength