Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Admissions Senior Intern</th>
<th>Hourly Rate</th>
<th>$7.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Admissions</td>
<td>Supervisor</td>
<td>Emily McEntee</td>
</tr>
<tr>
<td>Work Location</td>
<td>Admissions</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: 3

Work Schedule
A student in this position can expect to work ___ hours per day, 10 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: Usually 8:00 a.m. - 4:30 p.m. Occasional nights/weekends.

Department/Position Overview
The Office of Admissions is responsible for recruiting students for the College. The Senior Admissions Intern para-professional position is specifically designed for students who have completed three years of coursework at Beloit College. These individuals will interview prospective students, assist with on campus visit programming, and prepare special projects to help shape the future student body at the college.

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
☒ Interview prospective students
☒ Represent Beloit College at College Fairs
**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: complete 3 years of coursework at Beloit; a personal history of student engagement; present original thoughts on "The Value of the Liberal Arts Education" to admissions staff; interview training (shadow admissions counselors)
- Enthusiasm for the Beloit experience