**Position Title**

Admissions Social Media Associate

**Hourly Rate**

$7.50

**Department**

Admissions

**Supervisor**

Alex Catalan

**Work Location**

Office of Admissions and from home via computer

**Account Number**

01-51503-00000-00000-xxxxx

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**Do multiple individuals hold this position at one time?**

☒ Yes ☐ No

**Number of positions available:** 2

**Work Schedule**

A student in this position can expect to work 1 hours per day, 1 - 5 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: Any time.

**Department/Position Overview**

While most prospective students interested in Beloit College make a visit to campus, initial inquiries into Beloit almost always begin online. Websites such as College Confidential, College Prowler, Wikipedia, Unigo, US News and World Report and YouTube have made finding information on colleges and interacting with students as easy as a “click.” In 2012, 31% of students who decided to come to Beloit cited online resources as being the “most valuable” tool in their college search. The Beloit College Office of Admissions seeks current students to moderate and interact with prospective students and their parents/guardians through college search websites.

**Characteristic Duties and Responsibilities:**

1. Gain an expertise of the online college search tools available to prospective students.

2. Be knowledgeable about Beloit’s academic and student life opportunities, as well awareness of current events and happenings on campus.

3. Interact with prospective students and parents through online discussion in an honest, accurate and positive way.

4. Submit photos and stories to websites where students can share their college experiences.

5. Be available to answer questions about Beloit and respond in a timely and authentic manner.

6. Create a log of interactions and tasks accomplished.

7. Meet regularly with Admissions Staff to present findings, as well as to discuss job progress.

**Required Skills/Abilities:**

1. Excellent ability to communicate and articulate your experiences at Beloit through writing.

2. Strong understanding or willingness to learn about the college search process and role of online tools.
3. Ability to work efficiently and accurately without immediate and constant supervision.

4. Ability to work both as a member of a team and autonomously.

5. Attention to detail.

More Detailed Information Available

Contact Alex Catalan at catalana@beloit.edu

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

☒ See above description

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: Any web browser and social media platforms

☐ 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.