Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Reunion Resident Assistant</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
</tr>
<tr>
<td>Department</td>
<td>Alumni &amp; Parent Relations</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Nicole Clewer</td>
</tr>
<tr>
<td>Work Location</td>
<td>Campus-wide</td>
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<tr>
<td>Account Number</td>
<td>01-62610-00000-00000-xxxxx</td>
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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 **approximately 8** hours per day, **30 - 40 total** hours.

The student will work  ☑ Friday  ☑ Saturday  ☑ Sunday  ☐ any day of the week.

Hours are available during the following times of the day: **Designated hours during one weekend in June. Students are expected to be available from noon Thursday to 4 pm Sunday**.

Department/Position Overview

The objective of the Reunion RA is to work in collaboration with the Office of Alumni and Parent Relations to host Beloit College alumni across campus, including in our residence halls, as they celebrate the friendships they made at Beloit and the impact the college continues to have in their lives. Student will live on campus with the alumni.

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

☐ Live on-campus in residence hall, where alumni are staying, one weekend in June, Thursday through Sunday.

☐ Assist with checking alumni into their rooms, mingle with alumni throughout the weekend, be available to answer alumni inquiries in the evening

☐ Assist in hosting reunion dinners and events, including set-up and take-down.

☐ Dine with alumni Saturday breakfast, Saturday picnic lunch, Sunday Father's Day brunch and other duties as assigned.
**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:
- Friendly, easily able to converse about the Beloit College experience
- Reliable
- Sense of ownership for Beloit College and reunion weekend