Beloit College  
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Anthropology Department Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>Anthropology</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Nancy Krusko</td>
</tr>
<tr>
<td>Work Location</td>
<td>Godfrey</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-11129-00000-00000-xxxxx</td>
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</tbody>
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Do multiple individuals hold this position at one time?  ☒ Yes  ☐ No

Number of positions available: 2 or 3

Work Schedule

A student in this position can expect to work **2 - 3** hours per day, **5 - 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: **8:00 am - 4:00 pm**.

Department/Position Overview

The Anthropology Department Assistant will have various responsibilities, ranging from basic clerical duties to the completion of projects for individual faculty members and/or the department. Work will vary from day to day depending on departmental needs. Student will report directly to the Department Secretary and/or the Department Chair. Student must be able to communicate well with faculty and staff. Hours are flexible, and the department will make every effort to accommodate a work schedule that is compatible with the student’s class schedule.

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

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Anthropology major preferred**