Beloit College
Student Employment Job Description

Position Title: Art & Art History Lab Assistant

Hourly Rate: $7.50

Department: Art & Art History Department

Supervisor: Williams/Stonefoot

Work Location: Smith Building Second Floor

Account Number: 01-11143-00000-00000-xxxxx

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

Number of positions available: 4

Work Schedule
A student in this position can expect to work hours per day, 2-6 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: 9 am - 4 pm Monday - Friday; 7 pm - 10 pm Tuesday & Thursday.

Department/Position Overview

The Lab Assistant position is for responsible, dependable students. Assistants are assigned anywhere from 2 to 6 hours of work each week, during which they are responsible for opening the computer lab for student use. Lab Assistants must have previous experience in either Photography or Computer Art. Responsibilities include assisting students with questions in Photography, New Media or Computer Art courses, changing ink in the printers, and general upkeep of the digital lab. Lab Assistants are asked to monitor, not police, to prevent misuse of the computers and or printers. In addition to the responsibilities in the computer lab, there are also cleaning tasks to be completed in the photo lab. These tasks are listed on a checklist and are to be completed once a week in an effort to maintain a clean and organized lab.

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

☑ Assist students with questions in Photography, New Media or Computer Art courses.
**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: **Photography or Computer Art**