Position Title: Student Researcher

Hourly Rate: $7.50

Department: Athletics: CHOICES

Supervisor:

Work Location: Sports Center

Account Number: 04-56550-60001-00000-xxxxx

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

Number of positions available: Will vary.

Work Schedule

A student in this position can expect to work 1-2 hours per day, n/a 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: will vary.

Department/Position Overview

As part of our annual report for the CHOICES grant, we built student workers into our grant proposal. Sample activities could include: surveying Sports Center users, analyzing data, and leading focus groups. The CHOICES grant lasts for three years and we plan to use student researchers for the life of the grant.

More Detailed Information Available

http://www.beloit.edu/bucs/CHOICES/

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

☑ Represent the Athletic Department and CHOICES grant in a positive light with faculty, staff, students, community members, and guest speakers.
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:
☒ Some positions require consultation with Russ Cannon in Institutional Research.