Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Biology Animal Caretaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
</tr>
<tr>
<td>Department</td>
<td>Biology</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Katie Johnson</td>
</tr>
<tr>
<td>Work Location</td>
<td>Animal Room, SC</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-11120-00000-00000-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

Work Schedule
A student in this position can expect to work 0.5 - 3 hours per day, up to 7 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: 6:00 am - 6 pm.

Department/Position Overview
Animal care workers feed animals and clean cages and animal room, wash and autoclave equipment, and otherwise take care of the Biology Department animals. Maintain inventory of animal care materials.

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
☒ Effectively maintain animal care facility.

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: Animal care equipment and autoclave
☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: minimum of one biology course and recommendation of professor