Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Biology Course Assistant</th>
<th>Hourly Rate</th>
<th>$7.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Biology</td>
<td>Supervisor</td>
<td>Biology Faculty</td>
</tr>
<tr>
<td>Work Location</td>
<td>Specified Areas in the Biology Department</td>
<td>Account Number</td>
<td>01-11120-00000-00000-xxxxx</td>
</tr>
</tbody>
</table>

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 1/2 - 3 hours per day, 12 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 - 10 pm.

Department/Position Overview

Student assists faculty members in course activities and student discussions. Student will be responsible for set up and clean up of some laboratory activities. Student holds regularly scheduled discussion sessions outside of class time. Student provides feedback to other students on routine assignments.

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

☒ Hold review sessions for students.
**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: *as specified for each course*
- Familiarity with specific equipment, listed here: *as specified for each course*
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: *must have completed appropriate coursework, as specified by professor.*