Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>Campus Center Pearsons Manager</td>
<td>$7.50</td>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<td>Campus Center</td>
<td>John Winkelman</td>
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<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tr>
<td>Campus Center</td>
<td>01-94935-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time?  Yes  No

Number of positions available: 1 - 10

Work Schedule
A student in this position can expect to work  hours per day, approx 9 - 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: Must work at least one weekday shift and one weekend shift.

Department/Position Overview
The Campus Center office is responsible for the operations of Pearsons Hall and all the events that occur in this facility. Events include meetings, receptions, dinners, speakers, and various social functions. After regular business hours and on weekends the building is supervised by a team of managers. This team is responsible for all operations of the building, supervision of all areas of the facility and coordination of all AV needs for any scheduled event. Pearsons managers are the face of the building and provide greeting, direction and support for visitors and guests. The manager is the sole person responsible for the operations of the building after hours and on weekends.

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
- Act as ambassador of Beloit College and representative of Pearson’s Hall. Actively seek ways to assist campus and community members, groups, and students while on duty.
- Make hourly rounds of Pearson’s Hall (every 60 minutes). Check for any problems, act friendly and helpful to people in building, and assess general wellbeing of building and maintenance issues that need to be addressed.
Understand crisis procedures and respond appropriately when necessary. Evacuate building in fire alarms and handle tornado warnings or power failures appropriately.

Set up and test audio/visual equipment and report any problems with equipment immediately.

**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: **Operation of computer and projector**
- Familiarity with specific equipment, listed here: **sound, lights, computers for events**
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **previous set-up experience preferred**
- Ability to work with a variety of people, direct their actions and maintain the smooth functioning of a team
- Flexibility and availability in working nights, mornings, afternoons, and weekends.
- Humor, flexibility, and creativity; the hallmark of this job is the constant variety of situations with which the manager is confronted.
- Ability to work independently with minimal supervision on each shift. Must be understand their resources and know when to call for help and support.