Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>CELEB Course Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>CELEB</td>
</tr>
<tr>
<td>Work Location</td>
<td>Classroom</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Supervisor</td>
<td>CELEB Director</td>
</tr>
<tr>
<td>Account Number</td>
<td>04-41163-41331-00000-xxxxx</td>
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</tbody>
</table>

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

Number of positions available: 1

Work Schedule
A student in this position can expect to work 2 hours per day, 4 - 5 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: 12 pm - 2 pm.

Department/Position Overview
Course assistant for Introduction to Entrepreneurship, aids instructor in managing the activities of the class.

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

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: Moodle, Word
☐ Familiarity with specific equipment, listed here: computer, projector, audio/video equipment
☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: completed Introduction to Entrepreneurship course successfully in a previous semester.