Position Title: Entrepreneurship Education Mentor

Department: CELEB

Work Location: 437 E. Grand, Beloit

Hourly Rate: $7.50

Supervisor: Brian L. Morello

Account Number: 04-41163-41331-00000-xxxxx

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

Number of positions available: 3

Work Schedule

A student in this position can expect to work 3 hours per day, 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: ALL.

Department/Position Overview

Job Description:

Responsible for intake paperwork, initial training and brainstorming sessions with new CELEBrities, and coaching existing ventures on business model generation. Holds office hours at CELEB. Contributes to a monthly progress meeting.

Qualifications:

Motivated, self-starting people person capable of contributing to the documentation of other students’ participation and progress.

Good listener capable of making connections between other students’ interests and the many activities at CELEB.

Familiarity with entrepreneurship principles through IDST 202, FEP 285, starting a venture, or other study is a plus.

Willingness to go deeper with learning and teaching entrepreneurship, especially business model generation and lean startup.

Requirements:

Must attend mandatory monthly meetings to track participation and progress.

Must attend orientation / training for this position.

More Detailed Information Available

Call CELEB Program Coordinator, Meghan MM Trimm: 608-361-6611.
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:

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Prior experience not required, but a plus. Including but not limited to completion of IDST 202 or FEP 285 or starting your own business or other studies in Business Model Generation.

☒ Ability to listen to the needs and interests of others and help them make connections with material and community support

☒ Interest in entrepreneurship