### Beloit College
#### Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Course Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>Classics</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Lisl Walsh</td>
</tr>
<tr>
<td>Work Location</td>
<td>SC 117</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-11151-00000-00000-xxxxx</td>
</tr>
</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 **up to 1.083 hours per day, up to 5.25, though usually 3** 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: **8:45-9:50 MWF**.

**Department/Position Overview**

Course Assistant for Latin 103 will assist with instruction of Latin language to students during class meetings (when students are working in small groups), provide one-on-one attention when needed, and answer student questions. Assistant will also hold study sessions for students outside class hours as needed (according to Assistant discretion).

**More Detailed Information Available**

Enter Web Page Link Here

**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
- ☒ Assist with Latin instruction during class hours
**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: **at least 3 semesters of Latin language, with high GPA in Latin courses**
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**Supervisors - Please scroll down and complete the next page.**