**Beloit College**  
**Student Employment Job Description**

<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th>Classics Research Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hourly Rate</strong></td>
<td>$7.75</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Classics</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
<td>Kosta Hadavas</td>
</tr>
<tr>
<td><strong>Work Location</strong></td>
<td>WAC/Library</td>
</tr>
<tr>
<td><strong>Account Number</strong></td>
<td>01-11151-00000-00000-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 ___ hours per day, 6 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: **flexible**.

**Department/Position Overview**

Assist professor with editing Latin and Greek texts for publication.

**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: **Advanced Greek**, **Intermediate Latin**