Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Special Event Assistant</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.75</td>
</tr>
<tr>
<td>Department</td>
<td>Communications &amp; Marketing</td>
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<tr>
<td>Supervisor</td>
<td>Caroline Robinson</td>
</tr>
<tr>
<td>Work Location</td>
<td>As Assigned</td>
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<tr>
<td>Account Number</td>
<td>01-64645-00000-00000-xxxxx</td>
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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 various hours per day, 10 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: varies.

Department/Position Overview
The Communications and Marketing Office is charged with overseeing the college’s web presence, events, media relations activities, brand, marketing outreach and communication activities targeting the campus community and surrounding region; students, employees and friends of the college; potential students; and alumni.

The Special Event Assistant will offer audio/visual support for special events on campus as assigned by the Videographer/Special Event Producer. Special Events could include functions where the whole Beloit College and surrounding community are invited; such as commencement, convocation days, speaker events, etc. The candidate will already have some audio, technical, and computer skills. Outside of special events, the Special Event Assistant will support the efforts of the Web/New Media department of the Communications and Marketing Office by producing media and creative works.

This position is a part of the Collective. The Collective aims to create a collaborative environment where students are able to complete both assigned and self-designed projects with a greater degree of creativity and agency. In short, it is an effort to help students make the most of their work study by allowing them to develop their technical and professional skill sets, produce tangible work which they can claim as their own, learn and discover new areas of interest, and enjoy themselves while contributing to the goals of the organization.

More Detailed Information Available
http://www.beloit.edu/communicationsandmarketing/collective
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
- Maintain the confidentiality of departmental/employee/student information
- Work efficiently and accurately without immediate supervision
- Successfully make quick and constructive decisions in the event of technical problems on the job
- Check out IT event equipment from its storage location and return equipment in the set time frame and in the same condition as it was when checked out

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: Powerpoint, Quicktime, Word
- Familiarity with specific equipment, listed here: Digital HD Video cameras, Sound mixing boards, Microphones and audio equipment, video switchers, and lighting boards, DVD players, and projectors
- Ability to quickly learn how to use current and new equipment