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 at least 2 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: 8:00 am - 5:00 pm.

Department/Position Overview
The student completes general web edits and updates using the content management system, Reason. Reviews incoming requests via email and responds to customers with questions or to report that a request has been completed. Student may also be asked to do some general design work using tools such as Adobe Photoshop.

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
☒ 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: **Microsoft Word & Excel**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: