Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>Computer Science Departmental Aide</td>
<td>$7.50</td>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Computer Science</td>
<td>Darrah Chavey</td>
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<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tr>
<td>Computer Science Department</td>
<td>01-11125-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time? ☑ Yes ☐ No

Number of positions available: 1-2

Work Schedule
A student in this position can expect to work 2 - 4 hours per day, 2 - 4 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 by student and supervisor schedule.

Department/Position Overview
Sort and organize books, journals, and other materials for student use in the labs; maintain order, cleanliness, and appeal of the departmental computer labs, and be the main contact for students to express their opinions for how to make those spaces comfortable and useful; maintain the disk images of software installed on departmental machines, including installing software updates, correcting changes in preferences, and performing other computer and printer maintenance tasks; review and proof-read departmental flyers and web pages; other tasks as they arise. Student should be a departmental major/minor, or other student with substantial experience with departmental courses, who makes substantial use of the departmental computer labs.

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
☒ Sort and organize books, journals, and other materials for student use in the labs
☒ Review and proof-read departmental flyers and web pages
☒ Maintain order, cleanliness, and appeal of the departmental computer labs
Maintain the disk images of software installed on departmental machines, including installing software updates, correcting changes in preferences, and performing other computer and printer maintenance tasks

**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: Eclipse, Mac OS, Linux, Subversion
- Familiarity with specific equipment, listed here: Mac & Linux computers, printers
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Be a departmental major/minor, or other student with substantial experience with departmental courses, who makes substantial use of the departmental labs
- Ability to lift boxes weighing up to 22 kg (50 lb)