Position Title: Economics Belmark Associate

Department: Economics

Supervisor: Jeff Adams

Work Location: Campbell Hall

Account Number: 01-11131-00000-00000-xxxxx

Hourly Rate: Varies by Job

Do multiple individuals hold this position at one time? Yes ☑ No ☐

Number of positions available: varies

Work Schedule

A student in this position can expect to work __________ hours per day, variable 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: ___________________________

Department/Position Overview

Belmark Associates do independent, empirical research

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: Excel, Power Point, Minitab
☐ Familiarity with specific equipment, listed here:
☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: completion of Econ 251