**Beloit College**

**Student Employment Job Description**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Kemper Lab Aide</th>
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<tbody>
<tr>
<td><strong>Hourly Rate</strong></td>
<td>$7.50</td>
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<tr>
<td><strong>Department</strong></td>
<td>Economics</td>
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<tr>
<td><strong>Supervisor</strong></td>
<td>Jennifer Kodl</td>
</tr>
<tr>
<td><strong>Work Location</strong></td>
<td>Kemper Lab, Campbell Hall</td>
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<tr>
<td><strong>Account Number</strong></td>
<td>01-11131-00000-00000-xxxxx</td>
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**Do multiple individuals hold this position at one time?**  ☑ Yes  ☐ No

**Number of positions available:** 6 - 8

**Work Schedule**

A student in this position can expect to work 3 hours per day, 3 - 9 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: **Sunday, 1:00 pm - 1:00 am, Monday - Thursday 7:00 pm - 1:00 am**.

**Department/Position Overview**

Specific duties:  a) maintain cleanliness and security of the lab, i.e. computers, printers, tables & floor  b) help students with software & hardware questions  c) serve as a tutor for Econ courses  d) report all computer problems

**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

☑ Monitor lab usage by having students complete lab reports.

☑ Be alert to anyone tampering with, damaging or removing equipment
**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: **proficiency in MS Office, Minitab, SASS**
- ☑ Familiarity with specific equipment, listed here: **troubleshooting of computers, printer, projector, AV equip**
- ☑ Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Must be a declared Econ Department major that has taken ECON 214 and/or 251. Must be nominated by economics faculty member.**