Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>English Department Assistant</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>English</td>
</tr>
<tr>
<td>Work Location</td>
<td>varies, often World Affairs Center</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
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<tr>
<td>Supervisor</td>
<td></td>
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<tr>
<td>Account Number</td>
<td>01-11153-00000-00000-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 1 - 2 hours per day, 5 - 7 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: flexible, preferably during business hours.

Department/Position Overview
Responsibilities include copying and scanning, event planning and publicity, updating the department's Facebook site, poster creation and distribution, and other office work as needed. The Assistant will report to various English faculty members, the Chair, and the WAC Coordinator, and will be readily accessible via email and/or phone.

More Detailed Information Available
http://www.beloit.edu/english

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
☒ Maintain and update department's social media sites, including Facebook
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, Facebook; Reason, & Excel are helpful but not required
- Familiarity with specific equipment, listed here: light computer use
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Familiarity with the English Department