Beloit College
Student Employment Job Description

Position Title: Office Assistant

Hourly Rate: $7.25

Department: Financial Aid Office

Supervisor: Lorrie Olszewski

Work Location: Financial Aid Office - 2nd Floor of Pearsons

Account Number: 01-52510-00000-00000-xxxxx

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

Number of positions available: 2

Work Schedule

A student in this position can expect to work 2-3 hours per day, 6-10 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: varies, depending on student's schedule; prefer to have 11:00 AM to 1:30 or 2:00 PM available.

Department/Position Overview

The Financial Aid Office is a busy, fast paced office. All tasks require the utmost accuracy. We interact with a number of on campus offices and receive many phone calls from campus offices, students and parents. Basic duties consist of filing, accepting items that a student may turn in to the Financial Aid Office, answering the phone and assisting with various follow up functions performed by the Financial Aid Office.

More Detailed Information Available

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

☒ Experience with Reason and/or web page maintenance is highly desirable

☒ Must know the alphabet and file accurately.