Beloit College
Student Employment Job Description

Position Title: First Year Programs Student Assistant
Hourly Rate: $7.75

Department: Liberal Arts in Practice Center
Supervisor: Program Coordinator

Work Location: Liberal Arts in Practice Center
Account Number: 01-40325-00000-00000-xxxxx

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 varied hours per day, up to 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: 8:00 am - 5:00 pm, with occasional evenings.

Department/Position Overview
The First Year Programs Student Assistant supports the Field Experience and First Year Exploratory Programs in various capacities. The First Year Programs Student Assistant will develop a full understanding and be able to articulate the goals, objectives, and activities of both programs. They will also play an instrumental role in the administration of the programs, interacting with students, faculty, program mentors through the course of duties, collaborating with them to develop and run programs and events. The First Year Programs Student Assistant will also serve students in the Field Experience and First Year Exploratory Programs in a peer-advisor capacity; they will act in adherence with professional standards and ethics; they will maintain confidentiality; and they will communicate appropriately with all constituencies.

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
☒ Provide one-on-one advising to FEG students on the feasibility of their grants
☒ Coordinate events
☒ Develop publicity materials for events and the FEG program
☒ Facilitate presentations
**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: MS Office and Adobe Acrobat; Google Docs,

- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Interested in developing skills in professional advising, communications and marketing, event planning and project management. Significant liberal arts in practice learning experience through a Field Experience Grant, coursework, study abroad etc.

- Public speaking and presentation skills
- Familiarity with or interest in specific new media platforms, including: Facebook, Instagram, LinkedIn, Hootsuite and Twitter