Beloit College
Student Employment Job Description

Position Title: Geology Department Assistant

Hourly Rate: $7.50

Department: Geology

Supervisor: Carl Mendelson

Work Location: SC Fourth Floor

Account Number: 01-11124-00000-00000-xxxxx

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

Number of positions available: 3

Work Schedule

A student in this position can expect to work 2 - 3 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: 8 am - 5:30 pm.

Department/Position Overview

The Geology Department Assistant performs a great variety of tasks including assisting with field gear inventory, maintenance, repair, and organization. The assistant may also be asked to draft and post announcements for departmental events and digitize photographs and slides. With more specialized experience, the assistant may help design or update display cases, organize our fossil and rock collections, or cut rocks in order to make thin sections.

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: Microsoft Word & Excel

☒ Familiarity with specific equipment, listed here: geologic equipment