Beloit College  
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Geology Department Assistant - Advanced</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Geology</td>
</tr>
<tr>
<td>Work Location</td>
<td>SC Fourth Floor</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$7.75</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Carl Mendelson</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-11124-00000-00000-xxxxx</td>
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</tbody>
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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 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: 8:00 am - 5:00 pm.

Department/Position Overview

The Geology Department Assistant - Advanced 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. The Geology Department Assistant - Advanced is expected to work more independently than the other Geology Department Assistants and may also supervise some of their work.

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, & PowerPoint, ArcGIS, Illustrator
- Familiarity with specific equipment, listed here: geologic equipment
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: GEOL100 or 110, declared geology major with at least two 200-level geology courses.