Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>HYSP Mezzo Academy Workshop Facilitator</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>Help Yourself Programs</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Regina Hendrix</td>
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<tr>
<td>Work Location</td>
<td>South College and other sites</td>
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<tr>
<td>Account Number</td>
<td>04-30400-60018-00000-xxxxx</td>
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Do multiple individuals hold this position at one time?  
☑ Yes  □ No

Number of positions available: 8

Work Schedule

A student in this position can expect to work 2 - 4 hours per day, 4 - 6 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:  3:00 pm - 6:00 pm.

Department/Position Overview

Workshop facilitators will develop and implement weekly, educational activities for middle school students in grade 6-8 in the Help Yourself Mezzo Academy. Activities will be related to accessing college opportunities and resources. The facilitator will conduct the workshop with a team of peers, with the guidance of the Assistant Director, supervising a small group of middle school participants.

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

☑ Create educational activities for middle school students to include preparation, facilitation and reflection

☑ Document all activities and student behaviors for Assistant Director

☑ Supervise students and motivate them the keep focused on the activities at hand
**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:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Cultural competency, workshop facilitation, curriculum development, leadership/mentoring experience
- Ability to connect with young people especially those who are low-income and/or first generation to go to college
- Ability to lead small group maintain order and manage boundaries with young people