Beloit College
Student Employment Job Description

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<td>ACT Ready Mentor</td>
<td>$7.75</td>
<td>Help Yourself Programs</td>
<td>Regina Hendrix</td>
<td>Beloit College Campus/Beloit Memorial High School</td>
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**Do multiple individuals hold this position at one time?**  
☐ Yes  ☐ No

**Number of positions available:** 5

**Work Schedule**

A student in this position can expect to work 2 - 3 hours per day, **up to 5** 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: **Afterschool hours (after 3:30 PM) and some Saturday mornings**.

**Department/Position Overview**

ACT Ready is a collaborative project, led by Beloit College pre-college staff, to provide 40 high school juniors and seniors with intensive, ongoing ACT preparation and support to develop test-taking strategies, confidence and knowledge to raise individual ACT scores. Bringing together four youth organizations, ACT Ready will motivate and engage first-generation, low-income and minority students with strategic workshops, one-on-one assistance, practice tests and incentives.

ACT Ready Mentors will provide foundational support for ACT preparation, test administration, workshop planning and team-building strategies. Each mentor will be required to track the performance and participation of eight students, offering regular academic support and communication.

**More Detailed Information Available**

www.beloit.edu/helpyourself/actready
**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 support to eight assigned participants
- Document all student interactions and progress with the ePrep ACT online program
- Supervise bi-weekly computer lab ePrep ACT online exercises at Beloit Memorial High School and Beloit College
- Assist with administering assessment, pre-testing and post-testing

**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:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Experience working with diverse populations, Leadership experience, 1-2 years of experience working with high school students and college preparation**
- A minimum of sophomore status and a 3.0 GPA or higher
- Able to motivate and encourage young people to access higher education
- A Driver's License with a good driving record