Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>Keefer Grant Research Assistant Yasukawa</td>
<td>$7.75</td>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<td>Biology</td>
<td>Ken Yasukawa</td>
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<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tr>
<td>Campus</td>
<td>04-40310-21263-00000-xxxxx</td>
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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 _____ hours per day, 25 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: 6 am - 3 pm.

Department/Position Overview
Assist Ken Yasukawa in video recording project.

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: iMovie
☒ Familiarity with specific equipment, listed here: video camcorder
☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: appropriate knowledge and coursework - this is an honors term project