Position Title: Community Based Learning Assistant
Hourly Rate: $7.75
Department: Office of Community Based Learning
Supervisor: Carol Wickersham
Work Location: Liberal Arts in Practice Center
Account Number: 01-40325-00000-00000-xxxxx

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 flexible hours per day, 8 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: varying.

Department/Position Overview
The Office of Community-Based Learning interfaces with students, faculty, staff, and community leaders both in Beloit and beyond to make experiential educational opportunities available. The CBL Assistant facilitates this work by leading funding workshops and organizing student-alumni events, supporting the management and coordination of the Duffy Program and Colloquium, and leading off campus opportunities such as the Sophomore Shadow Program and Chicago Field Day. The CBL coordinates with the larger LAPC staff team and provides assistance with the wider endeavors of the Center.

This position requires the ability to perform a variety of tasks including event management, traditional and new-media marketing skills, and a variety of administrative duties. Students within this position should have significant experience with off-campus, experiential learning. They will be very organized and accountable, and should be able to work independently and with a team. Enthusiasm and the ability to develop rapport with a wide diversity of people both on and off campus are also key skills.

More Detailed Information Available
http://www.beloit.edu/cbl/
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

☒ Assist with creating and maintaining web based communication

☒ Assist with program development and implementation

☒ Make presentations to students in classrooms and other settings

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: Reason, Google Docs, Excel.

☒ Familiarity with specific equipment, listed here:

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Significant community-based learning experience through coursework, study abroad and/or internship/s, etc.