# Beloit College

## Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
<th>Department</th>
<th>Supervisor</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAPC Marketing and Outreach Coordinator</td>
<td>$7.50</td>
<td>Liberal Arts in Practice Center</td>
<td>Program Coordinator</td>
<td>01-40325-00000-00000-xxxxx</td>
</tr>
</tbody>
</table>

**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 1 - 3 hours per day, 6 - 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: **8:30 a.m. - 5:00 p.m.**

## Department/Position Overview

The marketing and outreach coordinator will work with Liberal Arts in Practice Center professional staff to develop a comprehensive plan for promoting the Center to a variety of stakeholders. Duties may include, but are not limited to, producing fliers and brochures, writing web copy, interviewing students and alumni and coordinating outreach events.

## 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: Preferred: Microsoft Publisher and/or Adobe Creative and experience with social media
☐ Familiarity with specific equipment, listed here:
☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Experience in marketing or promotions preferred