Beloit College
Student Employment Job Description

Position Title: Strategic Outreach Intern

Hourly Rate: $7.75

Department: Liberal Arts in Practice Center

Supervisor: Program Coordinator

Work Location: Liberal Arts in Practice Center

Account Number: 01-40325-00000-00000-xxxx

Do multiple individuals hold this position at one time? ☑ Yes ☐ No

Number of positions available: 2

Work Schedule

A student in this position can expect to work varied hours per day, up to 7 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: Between 8:00 am - 5:00 pm, as well as the occasional evening.

Department/Position Overview

Strategic Outreach Interns will work with the LAPC Staff to research the ways in which the Center's Career Services Software (also known as 'The Toolbox') is and can be used by students. The Strategic Outreach Interns will also help develop and implement a strategic marketing plan in order to increase the number of students who use the software; they will also develop a technology plan which optimizes the Toolbox's use for tracking Liberal Arts in Practice engagement among current students and Alumni.

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

☒ Develop and deliver reports and updates in a timely manner

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: trained on Reason; possessing basic statistical computation skills, strong familiarity with quantitative and qualitative methods.

- Willingness to be trained on Symplicity CSM software.