Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>LEDS Learning Assistant</td>
<td>$7.75</td>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<td>Learning Enrichment and Disability Services</td>
<td>Joy de Leon</td>
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<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tr>
<td>Office on 2nd floor of Pearsons</td>
<td>01-53524-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time? ☑ Yes ☐ No

Number of positions available: 6

Work Schedule

A student in this position can expect to work 1.5 hours per day, 6 - 10 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: Some evenings and weekends - depends upon position.

Department/Position Overview

A team of paraprofessionals, Learning Assistants, assist in providing the services and programs of the Beloit College Learning Enrichment and Disabilities Services office. These positions report to the Director as well as the Secretary of the Office and the staff of the Dean of Students office. Each position provides general office support and more importantly has a significant paraprofessional assignment (tutor training, tutor matching, disability awareness, publicity, academic enrichment activities and projects for the Dean of Students office). For details check out the link below.

More Detailed Information Available

http://www.beloit.edu/learning/positions/

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

☑ Present to groups or provide information individually on tutor training or academic enrichment topics such as time management, study skills, note-taking, and stress reduction

☑ Develop new ideas, projects, and services to enhance the academic enrichment of students, improve disabilities awareness, and/or implement the Initiatives Program
Coordinate assistive technology efforts including scanning and recording written text to an audio format

Match peer tutors with students who have requested tutors

**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: **Microsoft Word & Excel**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Since each L.A. position has different requirements, please see the web site for specifics.
- Good academic standing and effective study habits
- Strong organizational skills
- Presentation skills
- Positive rapport with fellow students, faculty and staff