## Position Title
McNair Office Assistant

## Hourly Rate
$7.25

## Department
McNair

## Supervisor
Kristin Frey

## Work Location
South College

## Account Number
04-53531-50056-00000-xxxxx

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

**Number of positions available:** 3

### Work Schedule

A student in this position can expect to work 2 - 3 hours per day, 5 - 9 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: **8:00 am - 4:30 pm, may include evenings**.

### Department/Position Overview

Student must be a McNair Scholar or at least in a Beloit College Trio program to be employed.

### More Detailed Information Available

http://www.beloit.edu/mcnair/

### 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
- ✔ Supervise and maintain Lab hours
**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: must be a McNair Scholar or TRIO participant