Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Modern Language &amp; Literatures Course Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>Modern Languages &amp; Literatures</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Faculty of MLL</td>
</tr>
<tr>
<td>Work Location</td>
<td>Beloit College campus</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-11157-00000-00000-xxxxx</td>
</tr>
</tbody>
</table>

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

Number of positions available: varies from semester to semester

Work Schedule

A student in this position can expect to work varies hours per day, varies 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: .

Department/Position Overview

Students filling course assistant positions are chosen for their ability to assist professors with language instruction both in and outside of class. Certain course assistants may also be requested to aid in grading of written work. Qualifications include a high level of proficiency in the target language, familiarity with course materials and texts, and ability to explain course materials clearly to students.

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:

☐ Familiarity with specific equipment, listed here:

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: high level of language proficiency in target language

☐