Beloit College
Student Employment Job Description

Position Title: Modern Languages & Literatures Typist

Department: Modern Languages and Literatures

Work Location: Work can be done anywhere there is a computer

Hourly Rate: $7.25

Supervisor: Jack D. Street

Account Number: 01-11157-00000-00000-xxxxx

Do multiple individuals hold this position at one time?  No

Number of positions available: 1

Work Schedule
A student in this position can expect to work 0 hours per day, 3 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: Any.

Department/Position Overview
The student will be typing in corrections and/or suggestions made by the co-editor of a book I'm working on, in my translation of plays from Italian to English

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 standard computer and software features, such as Review and Comment.
☐ Familiarity with specific equipment, listed here:
Completion of coursework or training, prior experience, and/or specific certifications, listed here: Good typist with computer skills.