Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Modern Languages Spanish Research Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Modern Languages &amp; Literatures</td>
</tr>
<tr>
<td>Work Location</td>
<td>CAMPUS</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
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<tr>
<td>Supervisor</td>
<td>Oswaldo Voysest</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-11157-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time? ☐ Yes ☒ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work __ hours per day, 5 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: N/A.

Department/Position Overview

Student will help supervisor in completing a text for publication. The position involves scanning, typing (or re-typing) large portions of scanned text or new text, as well as editing, proof-reading, and conducting minimum library research to locate sources or compare various sources. The student will meet with the supervisor periodically to talk about the progress of the project and answer questions or receive instructions for new assignments.

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

☒ Typing, reading, and editing texts in Spanish
**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: *Word, Excel*
- ☑ Familiarity with specific equipment, listed here: *Scanner*
- ☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here:
- ☑ Native or near-native command of written Spanish