Beloit College
Student Employment Job Description

Position Title: Modern Languages Office Assistant
Hourly Rate: $7.25
Department: English or Modern Languages
Supervisor: 
Work Location: World Affairs Center
Account Number: 01-11157-0000-0000-

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 1.5 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: 9 am - 4 pm.

Department/Position Overview
Must be able to work with little supervision and be available during Beloit College business hours.

The Office Assistant will assist in the day-to-day operations of the World Affairs Center office. Students work in a support staff role answering phones, filing, typing, copying, and other clerical duties. They also work on special projects such as updating bulletin boards, posting event fliers around campus, and assisting with management of departmental social networks.

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: Microsoft Excel, Word
- Familiarity with specific equipment, listed here: copiers and scanner, will train.

Completion of coursework or training, prior experience, and/or specific certifications, listed here: