Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Logan Museum Assistant</th>
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<tbody>
<tr>
<td>Department</td>
<td>Logan Museum</td>
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<tr>
<td>Work Location</td>
<td>Logan Museum</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Logan Museum Staff</td>
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<tr>
<td>Account Number</td>
<td>01-47361-00000-00000-xxxxx</td>
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</tbody>
</table>

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

Number of positions available: 3 - 4

Work Schedule

A student in this position can expect to work 2 - 4 hours per day, 5 - 10 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: 9:00 am - noon, 1:00 pm - 5:00 pm.

Department/Position Overview

Museum Assistants work with and under the supervision of the Logan Museum staff. Museum Assistants should have previous museum experience or academic training through the museum studies program. Work may vary from day to day depending on whether assistants are working on collections management, exhibits, education, or administrative projects. Museum assistants may interact with the public presenting tours or programs or assisting visiting researchers and should convey a positive and respectful attitude. These positions require a high level of initiative, responsibility, and attention to detail.

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

☑ Perform museum, collection, exhibition, and educational duties as assigned
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: Museum experience, one or more museum studies courses