Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>OIE International Student Tax Preparation</td>
<td>$7.50</td>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<td>OIE/Payroll</td>
<td>Gail Pateros</td>
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<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tr>
<td>Kemper Lab in Campbell Hall</td>
<td>01-10104-00000-00000-xxxxx</td>
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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 4 - 5 hours per day, 8 - 13 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: 7 pm - 10 pm Monday - Thursday, 1 pm - 5 pm Sunday from mid March to mid April.

Department/Position Overview
Work closely with Gail Pateros, Payroll Coordinator, to prepare 1040NR-EZ federal tax returns and Wisconsin Form 1NPR state tax returns for international students currently on campus.

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
☐ Ask questions and input accurate data into CINTAX to prepare and print federal form 1040NR-EZ
☐ Using federal form 1040NR-EZ, input accurate data into spreadsheet to calculate Wisconsin form 1NPR
☐ Using data from spreadsheet, prepare and print Wisconsin form 1NPR
☐ Help students assemble, sign, and mail tax returns.
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: CINTAX, Microsoft Excel
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Accounting, recommendation of Warren Palmer, online IRS Foreign Student Tax Training