Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>OIE Office Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
</tr>
<tr>
<td>Department</td>
<td>Office of International Education</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Kathy Landon</td>
</tr>
<tr>
<td>Work Location</td>
<td>Office of International Education</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-10104-00000-00000-xxxxx</td>
</tr>
</tbody>
</table>

Do multiple individuals hold this position at one time?  Yes ☒  No ☐

Number of positions available: 2

**Work Schedule**

A student in this position can expect to work **1.5** 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: **10:00 am - 2:00 pm**.

**Department/Position Overview**

General office duties: answering phones, copying, campus errands, etc. Must have Microsoft office skills. Ability to switch quickly from task to task depending upon workload/assignments. Study Abroad experience is helpful.

**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

☒ Help with off-campus study fair and study abroad application intake
**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 Word & Excel**
- Familiarity with specific equipment, listed here:

- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **International students and domestic students with study abroad experience preferred**