Position Title: OSP Planning and Office Assistant - Spring

Hourly Rate: $7.25

Department: Office of Summer Programs

Supervisor: Daniel Perusich

Work Location: Writing Center 635 College - 2nd Floor

Account Number: 01-40303-00000-00000-xxxxx

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 flexible hours per day, 10 - 15 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: 8:30 am - 5:00 pm.

Department/Position Overview

The Office of Summer Programs runs the Center for Language Studies, an intensive 8 week program that focuses on four critical languages - Russian, Arabic, Chinese and Japanese, Summer Fields program for rising Juniors and Seniors in high school, and Beloit Blocks courses for current Beloit students and visiting college students. The office also supports other Beloit College summer academic programs (McNair, Sanger, Help Yourself, Upward Bound, Duffy, Sustainability Fellows).

The Office of Summer Programs Office Assistant will work to help the Director of Summer Programs and the Office of Summer Programs Program Assistant to prepare for the summer.

More Detailed Information Available

For more detailed information about Summer Programs, see www.beloit.edu/summerprograms

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
- Conduct research on local summer opportunities in order to create a summer events calendar
- Conduct research on possible excursion options for summer program directors and faculty
- Help plan activities for summer students (student worker is not required to work during the summer)
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 Office, Internet Explorer/Firefox/Chrome

☐ Familiarity with specific equipment, listed here:

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

☑️ Ability to be creative in searching for opportunities for students over the summer