Beloit College  
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Planning and Office Assistant (Summer)</th>
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</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
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<tr>
<td>Department</td>
<td>Office of Summer Programs</td>
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<tr>
<td>Supervisor</td>
<td>Daniel Perusich</td>
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<tr>
<td>Work Location</td>
<td>Writing Center</td>
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<tr>
<td>Account Number</td>
<td>01-40303-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time?  
[ ] Yes  [x] No

Number of positions available: 1 - 2

Work Schedule

A student in this position can expect to work 3 - 8 hours per day, 10 - 20 hours per week.
The student will work  [ ] Monday thru Friday  [ ] Saturday  [ ] Sunday  [x] any day of the week.

Hours are available during the following times of the day:  **Flexible based on program schedule**.

Department/Position Overview

The Office of Summer Programs runs the Summer LABS program for rising Juniors and Seniors in high school and supports other Beloit College summer academic programs (McNair, Sanger, Help Yourself, Upward Bound, Center for Language Studies, 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 coordinate and/or implement summer program activities and perform office tasks for the Office of Summer Programs.

The start date for this position is flexible but the student must be available from June 1st - August 1st. Hours vary based on the number of students in the position. Please indicate the number of hours/week you seek.

More Detailed Information Available

For more detailed information about Summer LABS, see www.beloit.edu/summerlabs

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
[ ] Assist Office of Summer Programs in coordination summer program logistics
☐ Assist Director of Summer Programs and RAs in preparation and/or implementation of student activities
☐ Possibly accompany students on field trips to assist with on-site logistics

**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/Mozilla Firefox**
☐ Familiarity with specific equipment, listed here:
☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: