Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Physics Department Assistant</th>
<th>Hourly Rate</th>
<th>$7.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Physics and Astronomy</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Work Location</td>
<td>Science Center rooms 131-146, 208-210</td>
<td>Account Number</td>
<td>01-11123-00000-00000-xxxxx</td>
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</tbody>
</table>

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

Number of positions available: 4 - 8

Work Schedule
A student in this position can expect to work ___ hours per day, 2 to 6 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: Varies depending on lab times; but often evenings.

Department/Position Overview
Physics department assistants will be called on to run evening help sessions for introductory physics courses, to set up and take down introductory labs, inventory equipment, test equipment, repair equipment, and otherwise maintain the high quality physics department lab facilities. Some departmental assistants might be called on to help with the grading of student lab books or homework assignments.

More Detailed Information Available
Enter Web Page Link Here

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

☒ Assemble, test, and repair lab equipment

☒ Provide support for homework problem solving sessions

☒ Organize and maintain introductory laboratories
**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:
  - Electronic lab equipment; multimeters; basic tools
- Familiarity with specific equipment, listed here: electronic lab equipment; multimeters; basic tools
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
  - Ability to work with equipment, isolated problems, and repair simple machines
  - Knowledge of introductory physics