Beloit College
Student Employment Job Description

**Position Title**
Political Science Course Assistant

**Hourly Rate**
$7.50

**Department**
Political Science

**Supervisor**
Pol. Science Faculty

**Work Location**
MI or SC

**Account Number**
01-11134-00000-00000-xxxxx

**Do multiple individuals hold this position at one time?**

☐ Yes  ☐ No

**Number of positions available:** up to 6

**Work Schedule**

A student in this position can expect to work **up to 5** hours per day, **up to a maximum of 5** 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: **8:00 am - 4:00 pm and/or 7:00 pm - 10:00 pm**.

**Department/Position Overview**

POLC Classroom Assistant: For a particular class, a student advanced in the subject of a course may assist the faculty in out of classroom learning opportunities for students taking the class. These activities may include group sessions to review class material, group quiz preparation, preliminary grading of routine assignments, entering information on Moodle or similar software. Requirements: Strong knowledge of a course's topics and materials, ability to follow the professor's instruction, and capacity to convey information to students in the class.

**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 under the supervision of a faculty member

☒ Teach some sections of a course.

☒ Tutoring: conduct study hours to help students outside of the classroom

☒ Course management: update course material and information, upload documents onto Moodle, quiz preparation and preliminary grading.
**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: Moodle, Excel
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: The candidate must have a proven record of excellence in political science courses. Good public speaking, time management, teaching and social skills are also important. The candidate must attend class and engage in lectures and discussions.
- Experience as a tutor or evidence of leadership skills in the classroom and college environment