## Beloit College
### Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Political Science Research Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.75</td>
</tr>
<tr>
<td>Department</td>
<td>Political Science</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Pol. Science Faculty</td>
</tr>
<tr>
<td>Work Location</td>
<td>MI</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-11134-00000-00000-xxxxx</td>
</tr>
</tbody>
</table>

**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 to 10:00 pm**.

**Department/Position Overview**

Research assistantships in Beloit College Department of Political Science are designed to link the student together with the professor in meaningful research. The duties of research assistants vary according to the nature of the research project. In general, research assistants help faculty members on research projects and perform such research and related duties including obtaining original data. The research assistant shall, as appropriate, utilize the computer in the treatment of research data, utilize statistical techniques related to research, and aid in the maintenance of records.

**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
**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: **Excel**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **The candidate must have a proven record of excellence in research conducted in political science courses and must be familiar with the research project conducted by the professor.**