Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>President's Office Assistant</th>
<th>Hourly Rate</th>
<th>$7.25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Office of the President</td>
<td>Supervisor</td>
<td>Louise Denk</td>
</tr>
<tr>
<td>Work Location</td>
<td>Office of the President</td>
<td>Account Number</td>
<td>01-61601-00000-00000-xxxxx</td>
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</tbody>
</table>

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

Number of positions available: 1

Work Schedule

A student in this position can expect to work 1/2 - 2 hours per day, 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: 9 a.m. - 12 p.m.

Department/Position Overview

The Office of the President consists of 3 individuals, the President, the Executive Assistant to the President/Secretary of the College and the Executive Secretary to the office. This student position is under the direction of the Executive Secretary. The Office Assistant will support this office with daily morning mail pick-up and delivery from the Mail Center, make photocopies, assemble of mailings/special projects/computer projects, running errands to other offices on campus and down town as needed, organizing office items, light cleaning and other needs in support of the office.

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

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 Word and Excel