Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Provost's Office Assistant</th>
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<tbody>
<tr>
<td>Department</td>
<td>Provost's Office</td>
</tr>
<tr>
<td>Work Location</td>
<td>Middle College, 3rd floor</td>
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<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Erica Daniels</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-64645-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 2

Work Schedule

A student in this position can expect to work 2 hours per day, 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: 8:00 am - 5:00 pm.

Department/Position Overview

General office work with an emphasis on dependability, accuracy, and working independently. Confidentiality is of highest importance. The student enters budget data into Excel spreadsheets; creates various lists and mailing labels in Microsoft Word; participates in ongoing project of digitizing office files by scanning and appropriately saving office documents; files and maintains hard copies; assists with preparations for monthly Academic Senate; assists with preparation of evaluation forms for all courses each semester; helps to organize, set up, and host major events; runs on- and off-campus errands as needed; completes general web edits and updates using the content management system, Reason, and helps to maintain the Provost's Office website and related websites; performs other duties as assigned.

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 & Excel
- Familiarity with specific equipment, listed here: copier, scanner, shredder
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: