<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th>Student Focus Group Coordinator</th>
<th><strong>Hourly Rate</strong></th>
<th>$7.50</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td>Office of the Provost</td>
<td><strong>Supervisor</strong></td>
<td>Katie Johnson</td>
</tr>
<tr>
<td><strong>Work Location</strong></td>
<td>Science Center</td>
<td><strong>Account Number</strong></td>
<td>04-40310-41203-00000-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 2 hours per day, 2 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:  

**Department/Position Overview**

Focus Group Coordinator will plan, organize, and implement student focus groups according to the Wabash Center for Inquiry training standards. One semester of training is required prior to hire.

**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

☑ Contact and coordinate student groups

☑ Collaborate with faculty and staff to design protocol and coordinate logistics

**Required Training and Skills**

☑ Ability to communicate in a concise and effective manner, both verbally and in writing

☑ Detail oriented with strong organizational skills

☑ Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Sophomore, Junior or Senior Standing; Wabash Center for Inquiry Training**