Position Title: Student Focus Group Facilitator

Hourly Rate: $7.75

Department: Provost's Office

Supervisor: Kathleen Greene

Work Location: varies. MI 216

Account Number: 04-10102-21267-00000-xxxxx

Do multiple individuals hold this position at one time? Yes

Number of positions available: 3

Work Schedule

A student in this position can expect to work 2 - 3 hours per day, 2 - 3 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: any time.

Department/Position Overview

The Advising Circle, a group of faculty and staff dedicated to examining the state of student academic advising at Beloit College, is searching for three student focus group facilitators for the Spring semester. Student Focus Group Facilitators would assist in organizing, moderating, documenting, and analyzing student discussions on issues surrounding advising, academic success, and advisor-student relationships. Working as a team, the students will lead six student focus groups comprised of different student populations, between February and mid-March, work with members of the Advising Circle to analyze and compile the data gathered during those focus groups, and lead a "Model UN-type" meeting with representatives of diverse groups on campus (possibly the evening of Advising Practicum Day). The positions are expected to work 5-8 hours per week, for the duration of Spring semester. Students will be compensated at the paraprofessional rate.

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
- Work efficiently and accurately without immediate supervision
- Plan, organize, and lead focus groups
- Document, analyze, and report focus group proceedings and findings
- Identify potential next steps for action
- Work with Advising Circle
**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:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Research design and methodology
- Ability to work in teams
- Ability to work independently and to deadline