Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Sustainability Assistant</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Pathways to Sustainability Leadership Program</td>
</tr>
<tr>
<td>Work Location</td>
<td>Various</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
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<tr>
<td>Supervisor</td>
<td>Various</td>
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<tr>
<td>Account Number</td>
<td>04-40300-41068-00000-xxxxx</td>
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</tbody>
</table>

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

Number of positions available: Various

Work Schedule
A student in this position can expect to work 6 - 10 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
A Sustainability Assistant will develop an awareness and appreciation for how her/his work addresses issues of sustainability. Work assignments may include but are not limited to sustainability research; communications; support for faculty and staff engaged in sustainability projects, programming and courses; and planning and working sustainability-related events and activities on campus and in the community.

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:

☐ Familiarity with specific equipment, listed here:

- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Completion of at least two domain requirements, basic understanding of sustainability concepts, and ability to relate these concepts to the material they have been studying.**