Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology Department Assistant</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Psychology</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Work Location</td>
<td>Account Number</td>
</tr>
<tr>
<td>Science Center</td>
<td>01-11136-00000-00000-xxxxx</td>
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</tbody>
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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 variable hours per day, varies, up to 8 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: flexible, depending on student schedule.

Department/Position Overview

The Psychology Department Assistant will have various responsibilities, ranging from basic clerical duties to the completion of projects for individual faculty members and/or the department. Duties will include oversite of the Departmental commons. Work will vary from day to day depending on departmental needs. Student will report directly to the Department Chair and/or Building Secretary. Student must be able to communicate well with faculty and staff. Hours are flexible, and the department will make every effort to accommodate a work schedule that is compatible with the student’s class schedule. A current major in Psychology is preferred.

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

☒ Conduct literature searches using Psychological databases as requested by Departmental Faculty

☒ Assist with Psychology department website maintenance (training in Reason will be provided)

☒ Assist with advertisement and organization of Departmental events (e.g. speakers, Advising Practicum)
**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:

☒ Currently majoring in Psychology