Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Office Assistant</th>
<th>Hourly Rate</th>
<th>$7.25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Registrar's Office</td>
<td>Supervisor</td>
<td>Mary Boros-Kazai</td>
</tr>
<tr>
<td>Work Location</td>
<td>Pearsons Hall-2nd Fl.</td>
<td>Account Number</td>
<td>01-50500-00000-00000-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 hours per day, 8 - 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: 8 am - 5 pm.

Department/Position Overview

This position includes various office duties such as sorting, alphabetizing, filing, copying, scanning, as well as some data entry into an EXCEL spreadsheets, etc. This student worker will help compile materials for inclusion in advising folders for the advisors of incoming new students. The job requires someone who is detail-oriented and can follow guidelines consistently. Confidentiality is also of the highest importance.

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: Excel, Word