Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Beloit ADE Program Assistant</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>Residential Life</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Jeremiah Sanders</td>
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<tr>
<td>Work Location</td>
<td>Peet Hall Office</td>
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<tr>
<td>Account Number</td>
<td>04-91911-41359-00000-xxxxx</td>
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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 1 - 5 hours per day, 5 - 7 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 (includes occasional evenings and weekend hours)

**Department/Position Overview**
The Program Assistant will assist in the day-to-day operations of Beloit A.D.E. Office. The Program Assistant will be responsible for researching relevant Alcohol and Drug information, creating and distributing weekly informational fliers, and planning and implementing campus wide educational programs and campaigns. An anticipated five to seven hours of work per week including occasional evening and weekend hours will be required. Creative, unique, eye catching, fun fliers and activities are a critical element of this program. Students ready to do something different and challenging are encouraged to apply.

**Some Job Duties**
Research, create and post weekly alcohol and drug information for all students

Use campus survey data to inform students about current values/beliefs of the campus population

Implement at least one educational campus program per month, collaborating with campus offices and CHOICES

Sponsor and coordinate a multiday program addressing alcohol or drugs

Co-sponsor with an RA group a campus or floor program providing information about alcohol or drugs

Watch  Alcohol Education podcast/webinars

Take inventory of current alcohol/drug education supplies and suggest products that would supplement the educational work of the office
**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.
- Research, create and post weekly alcohol and drug information for all students.
- Take inventory of supplies and suggest purchases for programs.
- Planning and implementation of campus programs.

**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: **Microsoft Word, Photoshop**.
- Familiarity with specific equipment, listed here:

Completion of coursework or training, prior experience, and/or specific certifications, listed here: