**Position Title**  
Science Center Building Assistant

**Department**  
Science Division

**Work Location**  
Science Center

**Hourly Rate**  
$7.25

**Supervisor**  
Sarah Arnsmeier

**Account Number**  
01-11128-00000-00000-xxxxx

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 - 2 hours per day, 5 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: **8:00 - 11:00 am and 1:00 - 3:00 pm**.

**Department/Position Overview**

Beloit's Center for the Sciences is LEED certified and provides educational, institutional, community and economic benefits for the college and community. The Building Assistant will check for any problems, act friendly and helpful to people in building, and assess general well being of building and maintenance issues that need to be addressed. The Building Assistant will also help with general office and program needs of the building. The Building Assistant may be asked to help with departmental and building displays.

**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

☒ Make daily rounds of the Science Center. Check for any problems, act friendly and helpful to people in the building, and assess general well-being of the building and maintenance issues that need to be addressed.

☒ Maintain divisional and science departmental display cases.
**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: