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

Number of positions available: 3

Work Schedule

A student in this position can expect to work __________ hours per day, __________ 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: **Primarily Monday-Friday 8:00 am - 4:30 pm 6-10 hours/semester, some weekends**.

Department/Position Overview

Beloit’s Center for the Sciences is LEEd certified and provides educational, institutional, community and economic benefits. Tour guides lead building tours for the broad network of Beloit’s alumni, friends, and interested parties.

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

□ Check in for tours once or twice a week.

□ Complete Science Center tour training.
**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: **knowledge of the building and of at least departmental lab.**
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Science or ENVS major with at least one lab course completed. Science Center tour guide training.**