## Beloit College
### Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Head Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Student Engagement and Leadership</td>
</tr>
<tr>
<td>Work Location</td>
<td>Student Engagement and Leadership</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$7.75</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Student Activities</td>
</tr>
<tr>
<td>Account Number</td>
<td>72-00000-00207-00000-xxxxx</td>
</tr>
</tbody>
</table>

**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, 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: varies.

### Department/Position Overview

- Manage shuttle schedules and shift assignments for 4-7 student drivers
- First contact for any troubleshooting needs as it relates to drivers and driving shifts
- Follow all guidelines specified in the SEAL driver agreement
- Work scheduled shifts
- Attend scheduled staff meetings
- Perform other related duties as assigned

**More Detailed Information Available**

http://www.beloit.edu/studentactivities/employment/

### 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

☑ Work efficiently and accurately without immediate supervision

☑ Work hours will primarily occur in the evenings Monday-Friday and all day Saturday-Sunday.
**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: **Trained and certified to drive Beloit College Vehicles.**
- Posses a valid driver's license