Beloit College
Student Employment Job Description

Position Title: Office Assistant
Hourly Rate: $7.25
Department: Student Engagement & Leadership
Supervisor: Jen Walsh
Work Location: Student Engagement & Leadership Office
Account Number: 01-54540-00000-00000-xxxxx

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

Number of positions available: 6

Work Schedule

A student in this position can expect to work 1 - 4 hours per day, 4 - 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: 8:00 am - 4:30 pm.

Department/Position Overview

Plan, staff and implement SEAL programs and events. Create advertisements for SEAL sponsored events. Collaborate/coordinate programmatic efforts with other campus offices and student groups. Attend regularly scheduled staff meetings. Various administrative office duties. Answer phones for Campus Center and Student Engagement and Leadership. Answer questions related to programs and services offered by Student Engagement and Leadership, Student Government, Campus Center. Perform other duties as assigned. Work scheduled shifts.

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

☒ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

☒ Work hours will be made up of regularly scheduled office hours, usually between 8:30 am - 4:30 pm, as well as occasional weekend and evening hours to staff office-sponsored events. Not required to work on study days, breaks, or school holidays.
**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: Google E-mail and Calendar and Microsoft Office Suite and Social Media.
- Familiarity with specific equipment, listed here: Media Equipment
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
  - Project Management
  - Creativity