Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>SILO Tutor</td>
<td>$ 7.50</td>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<td>SILO Self Instruction Language Opportunity</td>
<td>Olga Ogurtsova</td>
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<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tr>
<td>WAC 6</td>
<td>01-11158-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time? ☐ Yes ☐ No

Number of positions available: 2

Work Schedule

A student in this position can expect to work 3 hours per day, 9 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: **Flexible depending on student schedules**.

Department/Position Overview

A student who applies for the position of a tutor in a self-instructional language opportunity (SILO) in Portuguese or Turkish must be a native speaker and possess the necessary motivation to meet with the students on a regular basis and to help them review and practice the material. S/he must meet with the students three times a week for an hour for practicing the material, and set aside time two hours for preparing for each tutoring session. The applicant has to be a reliable and punctual person in order for the program to be successful.

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
**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: Moodle
- Familiarity with specific equipment, listed here: computer, DVD
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Native speaker in Portuguese or Turkish