Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Spiritual Life Assistant</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>Spiritual Life</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Bill Conover</td>
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<tr>
<td>Work Location</td>
<td>Spiritual Life Office</td>
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<tr>
<td>Account Number</td>
<td>01-53517-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time? ☑ Yes  ☐ No

Number of positions available: 7

Work Schedule

A student in this position can expect to work hours per day, 4 - 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: flexible.

Department/Position Overview

An SLA's primary role is to create "brave space" (i.e. personal interactions that are attentive, welcoming, curious, intelligent, respectful, nonjudging, and open to mystery and wonder) in which students can

• explore their spiritual journeys,

• express their identities around religion,

• come in touch with the world's great wisdom traditions.

More Detailed Information Available

https://www.beloit.edu/slp/staff/slas/slassistant/

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

☑ Maintain the confidentiality of departmental/employee/student information

☑ Work efficiently and accurately without immediate supervision

☑ Participate in continual learning community: personal reflection, critical engagement with theory, training in leadership and dialogue, planning and leading events

☑ On a personal spiritual journey, in conscious relationship and growing fluency in one or more wisdom traditions; pluralistic values about religious and non-religious worldviews

☑ Willing to be an SLA 24-7
**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:
- Preferred: registered Beloit College van driver (requires a 3 year driving background check)