Position Title: SSS Office Assistant  
Hourly Rate: $7.25  
Department: Student Support Services  
Supervisor:  
Work Location: South College, 2nd Floor  
Account Number:  

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 2 - 4 hours per day, 4 - 6 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: Morning and Afternoon.  

Department/Position Overview  
The Clerical Support Student will be responsible for various clerical and related data entry tasks for the staff of Student Support Services. The individual will need to adhere to all Student Worker rules and guidelines upon employment.  

More Detailed Information Available  
www.beloit.edu/sss  

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: competence with Google Docs/Calendars, Microsoft Word, Excel & Publisher
- Familiarity with specific equipment, listed here: Printer/Copier & Fax
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: previous office experience preferred
- Ability to recognize, understand, accept, and appreciate the value of diversity; respects the practices, values, and points of view of other individuals and groups