# Beloit College
## Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>SSS Para-Professional</td>
<td>$7.75</td>
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<table>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<td>Student Support Services</td>
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<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tbody>
<tr>
<td>South College, 2nd Floor</td>
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</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 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 Para-Professional Student will be responsible for various advanced clerical and related data 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: Google Docs/Calendars, Microsoft Word, Excel, & Publisher
- Familiarity with specific equipment, listed here: Printer/Copier, Fax, & NeatDesk Organizer
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: previous office experience a must
- Ability to recognize, understand, accept, and appreciate the value of diversity; respects the practices, values, and points of view of other individuals and groups
- Competence with word processing, spreadsheets, and e-mail software