# Beloit College
## Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>SSS Study Lounge Supervisor</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Student Support Services TRIO Programs</td>
</tr>
<tr>
<td>Work Location</td>
<td>South College Basement</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
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<tr>
<td>Supervisor</td>
<td></td>
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<tr>
<td>Account Number</td>
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</table>

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

**Number of positions available:** As many needed to fill empty time slots

**Work Schedule**

A student in this position can expect to work **1-3** hours per day, **1-10** 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: **During normal office hours or as needed during evening and weekends for special events and study time**.

**Department/Position Overview**

The SSS Study Table Lounge Supervisor will be responsible for overseeing the South College Basement Lounge. The employee will monitor the use of books, computer equipment, and maintain organization and cleanliness of lounge. The position will also handle related office duties as assigned by SSS Staff. Overall, this position will help to monitor the SSS resources to ensure that there are no issues with SSS sponsored equipment leaving the office.

**More Detailed Information Available**

http://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

☑ Monitor the sign-in sheet, books, equipment, and resources that are on reserve in the Peer Mentor Office
**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: Microsoft Word, Excel, PowerPoint
- Familiarity with specific equipment, listed here: PC Dell Computers
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: will have to meet with program assistant to go over office rules, expectations, time sheet submission, and other related duties as assigned.