Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Upward Bound Office Assistant</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>Upward Bound/Academic Affairs</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Stephanie King</td>
</tr>
<tr>
<td>Work Location</td>
<td>South College</td>
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<tr>
<td>Account Number</td>
<td>04-30402-50055-00000-xxxxx</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 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: **8:00 am - 4:00 pm**.

Department/Position Overview

The Upward Bound Office Assistant is responsible for general office procedures and related program duties. The Office Assistant serves as a liaison between office personnel, students, and student workers. This student also must manage confidential student records, assist the director with research on college access data, effectively work with databases and spreadsheets, and give technical support in these areas to the Program Assistant.

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

■ Assist support staff with technical needs using Excel and Access

■ Work independently on research projects and data compilation.

■ Do filing, organizing and record-keeping.
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, and Access, Google Documents
- Familiarity with specific equipment, listed here: fax machine, copier, printer, laptops (PC), shredder.
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: previous experience doing research and compiling data (comprises 25% of job)