**Position Title**  
WISE Foundation Assistants

**Hourly Rate**  
$7.50

**Department**  
CELEB

**Supervisor**  
Brian Morello

**Work Location**  
CELEB

**Account Number**  
04-41163-41319-00000-xxxxx

---

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

**Number of positions available:** 5

**Work Schedule**

A student in this position can expect to work **maximum of 10 hours during the fall semester** hours per day, **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: **8:00 a.m. - 6:00 p.m**.

**Department/Position Overview**

Marketing and promotion of WISE events on campus and in the community; grant writing; coordinating event details, including venues, meals, student trips, and budgeting; and curating exhibits.

**More Detailed Information Available**

http://www.beloit.edu/celeb/

**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

☑ Promote the WISE mission of investigating the elements of a truly good society. Facilitate interactions between campus and community.

☑ Meet with co-directors bi-weekly to report on progress and receive tasks.

☑ Optional visits to other foundations in the area.
**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: **Word, Excel**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Excellent writing skills, excellent research skills, extensive Internet research experience**
- Creativity