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| Job Title: | Peer Consultant | Major: | Open |
| Department: | Writing Center | Location: | Compass Center |
| Hourly Rate: | \$10.00 an hour | Available Hours: | Maximum of 10 hours per week |
| Supervisor Contact: | Mr. Richard Davidson 352-638-9782 | Length of Position: | One Semester |
| Applications Accepted By: | | | |
| https://www.beaconcollege.edu/beacon-college-on-campus-employment/ Beacon College On-Campus Employment | | Qualified candidates will be contacted for an interview. If you have any questions, please contact the Career Center Email: careercenter@beaconcollege.edu Phone: 352-638-9808 | |
| Job Description | | | |
| <p>ROLE AND RESPONSIBILITIES</p> <p>Earn valuable work experience to gain a competitive edge for future internships and employment opportunities.</p> <ul style="list-style-type: none"> • Address grammar, punctuation, and structure issues in student papers • Ensure student assignments are meeting instructor criteria • Assist students with APA and MLA formatting • Keep area supplies stocked during shift (i.e. printer paper, pens, staples, etc.) • Sign students in and out of Writing Center • Maintain general tidiness of Writing Center area • Other duties as assigned by supervisors <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • N/A <p>THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING SKILLS</p> <ul style="list-style-type: none"> • Strong work ethic • Ability to work with minimal supervision and direction • Stress management • Positive attitude • Willingness to improve skills and learn from experience | | | |
| Supervisor: | Richard Davidson | | |
| Last Updated By: | Richard Davidson | Date/Time: | 03/24/2021 |