

## Open Work-Study Positions

<b>Position Title:</b>	Admissions Clerk
<b>Department:</b>	Enrollment Services
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Connect new and returning students to an Admissions Representative</li> <li>• Collect data on student inquiries (sheet at the front)</li> <li>• Assist students with completing the all the Triton College Applications</li> <li>• Prepare folders for all admissions events</li> <li>• Assist with counting and organizing of admissions inventory items</li> <li>• Other duties as assigned</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Answer admission phones.</li> <li>• Take requests for curriculum and general information.</li> <li>• Other duties as assigned.</li> </ul>
<b>Additional Information:</b>	This position is for ten hours a week. Mornings and early afternoon availability preferred.

<b>Position Title:</b>	Allied Health Clerk
<b>Department:</b>	Health and Public Service
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Filing required.</li> <li>• Basic Word processing.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Organization and maintenance of lab H105 and work room.</li> <li>• Secretarial support for AHL (filing and copying).</li> <li>• Deliver and distribute materials and mail to departments.</li> <li>• Performs related duties as assigned.</li> </ul>
<b>Additional Information:</b>	This position is for ten hours a week. You can not be a health career or pre-health career student to apply.

<b>Position Title:</b>	Payroll Office Clerk
<b>Department:</b>	Finance
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00 per hour
<b>Skills and Aptitudes:</b>	Basic office procedure knowledge.
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Assist with payroll filing.</li> <li>• Assist with W-2 filing.</li> <li>• Shredding of confidential documentation.</li> <li>• Performs related duties as assigned.</li> </ul>
<b>Additional Information:</b>	This position is ten hours per week.

<b>Position Title:</b>	Records Office Assistant
<b>Department:</b>	Enrollment Services
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>Must have good communication and customer services skills.           <ul style="list-style-type: none"> <li>Word processing skills.</li> <li>Must have good listening skills.</li> </ul> </li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>Answer admission phones.</li> <li>Take requests for curriculum and general information.</li> <li>Other duties as assigned.</li> </ul>
<b>Additional Information:</b>	This position is for ten hours a week, resumes are required.

<b>Position Title:</b>	Cashier Office Assistant
<b>Department:</b>	Cashier's Office
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>Some computer and cash register experience.</li> <li>Excellent customer service skills.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>Will support the daily functions of the cashier center (filing, typing, and processing payments).</li> <li>Maintain an appropriate welcoming environment at the front desk and support office functions.</li> <li>Performs related duties as assigned.</li> </ul>
<b>Additional Information:</b>	This position is for ten hours a week. This position requires a background check before the start of work.

<b>Position Title:</b>	Food Prep Worker
<b>Department:</b>	HIA
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.50
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>Food Preparation according to standards</li> <li>Cleaning and Maintenance</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>Assist with the preparation of food.</li> <li>Provide friendly customer service.</li> <li>Cleaning and maintenance</li> </ul>
<b>Additional Information:</b>	This position is for ten hours per week.

<b>Position Title:</b>	Chemistry Lab Assistant
<b>Department:</b>	Arts and Sciences
<b>Job Level:</b>	2
<b>Pay Rate:</b>	\$15.25 per hour

<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• One semester of Chemistry.</li> </ul> <p>(College course CHM 110 or CHM 140 or Strong High School Chem.)</p> <ul style="list-style-type: none"> <li>• Background (Honors or AP)</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Cleaning Glassware</li> <li>• Organizing Lab Materials</li> <li>• Assist Maintaining Lab rooms</li> <li>• Assist Preparing Materials</li> <li>• Assist taking Inventories</li> <li>• Unloading and Putting away materials/chemicals from Lab carts after Labs</li> </ul>
<b>Additional Information:</b>	This position is for eight hours a week.

<b>Position Title:</b>	Literacy Assistant
<b>Department:</b>	ABC/ Literacy
<b>Job Level:</b>	2
<b>Pay Rate:</b>	\$15.25 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Basic office skills such as filing.</li> <li>• Ability to stand for long periods of time.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Assist with data entry.</li> <li>• Assist in preparation for TABE/CASAS exams.</li> <li>• Assist in moving files and shredding paperwork.</li> <li>• Performs related duties as assigned.</li> <li>• This is a morning shift position.</li> </ul>
<b>Additional Information:</b>	This position is for eight hours a week. Supervisor requests resumes dropped off at the Adult Education Office (A-205). Must be able to work either the morning shift, any time from 9:00 a.m. to 12:00 p.m. Monday to Friday or the evening shift any time from 12: 00 p.m. to 5:00 p.m. Monday to Friday.

<b>Position Title:</b>	Financial Aid Front Desk Assistant
<b>Department:</b>	Enrollment Services
<b>Job Level:</b>	3
<b>Pay Rate:</b>	\$15.50 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Must be detail-oriented and a quick learner.</li> <li>• Strong customer services skills are required.</li> <li>• Must be dependable and flexible with work schedule.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Basic office tasks such as answering phones and customer service. Greeting students entering the office.</li> <li>• Assist students at the front counter with questions related to Work-Study, Scholarships, and Student Loans, and the FAFSA application</li> <li>• Performs related duties as assigned.</li> </ul>

<b>Additional Information:</b>	This position is for ten hours a week. Must have availability mornings and mid shifts, must be able to work Fridays. Resumes are required.
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<b>Position Title:</b>	Engineering Tech Aide
<b>Department:</b>	Technology and Business
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Computer use</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Developing handouts</li> <li>• Tutoring special needs students.</li> <li>• Word processing and recording as needed.</li> </ul>
<b>Additional Information:</b>	This position is for ten hours a week.

<b>Position Title:</b>	Office Assistant
<b>Department:</b>	TRIUMPH/SURGE
<b>Job Level:</b>	2
<b>Pay Rate:</b>	\$15.25 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Great customer service and communication skills.</li> <li>• General knowledge of computers/ Internet skills.</li> <li>• Must be a team player who possess leadership qualities.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Performs administrative and routine clerical tasks.</li> <li>• Handles scheduling of meetings, activities, and appointments.</li> <li>• Performs related duties as assigned.</li> </ul>
<b>Additional Information:</b>	This position is for ten hours a week.

<b>Position Title:</b>	Athletic Trainer Assistant
<b>Department:</b>	Athletics
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Must be dependable with reliable transportation.</li> <li>• Strong customer services skills are required.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Set-up and breakdown for athletic events</li> <li>• Maintenance of equipment</li> <li>• Sanitation</li> <li>• Data input of althletic injuries</li> <li>• Other duites as assigned</li> </ul>
<b>Additional Information:</b>	This position is for ten hours a week. Must be willing to work afternoons/ evenings/ and weekends. Recommended hire will be subject to background check and drug test.