

Open Work-Study Positions

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

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

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

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

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

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

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

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

Position Title:	Literacy Assistant
Department:	ABC/ Literacy
Job Level:	2
Pay Rate:	\$15.25 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Basic office skills such as filing. • Ability to stand for long periods of time.
Duties and Functions:	<ul style="list-style-type: none"> • Assist with data entry. • Assist in preparation for TABE/CASAS exams. • Assist in moving files and shredding paperwork. • Performs related duties as assigned. • This is a morning shift position.
Additional Information:	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.

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

Additional Information:	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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Position Title:	Engineering Tech Aide
Department:	Technology and Business
Job Level:	1
Pay Rate:	\$15.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Computer use
Duties and Functions:	<ul style="list-style-type: none"> • Developing handouts • Tutoring special needs students. • Word processing and recording as needed.
Additional Information:	This position is for ten hours a week.

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

Position Title:	Athletic Trainer Assistant
Department:	Athletics
Job Level:	1
Pay Rate:	\$15.00
Skills and Aptitudes:	<ul style="list-style-type: none"> • Must be dependable with reliable transportation. • Strong customer services skills are required.
Duties and Functions:	<ul style="list-style-type: none"> • Set-up and breakdown for athletic events <ul style="list-style-type: none"> • Maintenance of equipment • Sanitation • Data input of athletic injuries • Other duties as assigned
Additional Information:	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.