

Open Work-Study Positions

Position Title:	Student Engagement Assistant
Department:	Retention & Student Engagement
Job Level:	3
Pay Rate:	\$15.50 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Communication and writing skills • Microsoft Office Skills • Ability to learn about Student Support Services
Duties and Functions:	<ul style="list-style-type: none"> ▣ Assist the Retention & Student Engagement and Academic Advising office • Assist with student outreach (phone calls, SMS, and emails) appointments, student ID, filing, enrollment events. • Other duties as assigned
Additional Information:	This position is for ten hours per week for thirty-two weeks. Training will be provided.

Position Title:	Troy-Mart Food Pantry Attendent
Department:	Troy-Mart
Job Level:	1
Pay Rate:	\$15.50 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Students who are interested in HIA/Counseling or Social Work • Strong communication • Maintains confidentiality and provides services that advance the dignity of all those served <ul style="list-style-type: none"> • Exceptional customer service skills required • Experience using Microsoft Word, Excel, and Outlook • Ability to communicate effectively (reading, writing, listening, speaking) • Have care and appreciation for individual uniqueness and diversity • Ability to work independently and follow-through on assigned tasks. <ul style="list-style-type: none"> • Must be detail oriented and great organization skills • Bilingual preferred but not required • Excellent communication skills.
Duties and Functions:	<ul style="list-style-type: none"> • Responsible for food/beverage intake and distribution from the pantry, pantry product inventory and offerings, and other related duties <ul style="list-style-type: none"> • Maintains and performs product inventory • Assists with pantry application requests online • Ensures all expired food is removed from distribution <ul style="list-style-type: none"> • Performs other duties as assigned
Additional Information:	This position is for up to fourteen hours a week.