

Open Work-Study Positions

Position Title:	Troy-Mart Food Pantry Attendent
Department:	Troy-Mart
Job Level:	1
Pay Rate:	\$15.50 per hour
Skills and Aptitudes:	• 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 • 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. • Must be detail oriented and great organization skills • Bilingual preferred but not required • Excellent communication skills.
Duties and Functions:	• Responsible for food/beverage intake and distribution from the pantry, pantry product inventory and offerings, and other related duties • Maintains and performs product inventory • Assists with pantry application requests online • Ensures all expired food is removed from distribution • Performs other duties as assigned
Additional Information:	This position is for up to fourteen hours a week.

Position Title:	Athletic Trainer Assistant
Department:	Athletics
Job Level:	1
Pay Rate:	\$15.00
Skills and Aptitudes:	• Must be dependable with reliable transportation. • Strong customer services skills are required.
Duties and Functions:	• Set-up and breakdown for athletic events • Maintenance of equipment • Sanitation • Data input of athletic injuries • Other duties as assigned

Additional Information:	This position is for eight hours a week for 32 weeks. Must be willing to work afternoons/ evenings/ and weekends. Recommended hire will be subject to background check and drug test.
--------------------------------	---

Position Title:	Admissions Clerk
Department:	Enrollment Services
Job Level:	1
Pay Rate:	\$15.00 per hour
Skills and Aptitudes:	• 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:	• Answer admission phones. • Take requests for curriculum and general information. • Other duties as assigned.
Additional Information:	This position is for eight hours a week for forty weeks. Mornings and early afternoon availability preferred.