

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:	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. 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:	• Filing required. • Basic Word processing.
Duties and Functions:	• 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 eight hours a week. You can not be a health career or pre-health career student to apply.