

Open Work-Study Positions

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.