

Open Work-Study Positions

Position Title:	Troy-Mart Food Pantry Attendent
Department:	Troy-Mart
Job Level:	1
Pay Rate:	\$14.50 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Students who are interested in HIA/Counseling or Social Work <ul style="list-style-type: none"> • 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
Additional Information:	This position is for twenty hours a week for fifty weeks. Must be able to work a block shift of Monday-Friday from 9 am -12pm and/or 1pm-4pm.

Position Title:	Allied Health Clerk
Department:	Health and Public Service
Job Level:	1
Pay Rate:	\$14.00 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. <ul style="list-style-type: none"> • Secretarial support for ECE (filing and copying). • Deliver and distribute materials and mail to departments. <ul style="list-style-type: none"> • Performs related duties as assigned.
Additional Information:	This position is for eight hours a week for thirty-three weeks. You can

Position Title:	VIC Aide
Department:	Arts and Sciences
Job Level:	1
Pay Rate:	\$14.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Ability to multitask • Basic knowledge of VIC classroom and studio locations • Skilled in Photoshop • Bilingual Spanish preferred
Duties and Functions:	<ul style="list-style-type: none"> • Help set up and break down photo studios and/or classrooms • Help instructor change paper rolls and set up back drops <ul style="list-style-type: none"> • Alert instructor if a student needs help • Clean and organize VIC areas • Other duties as assigned
Additional Information:	This position is for nine hours a week for thirty-nine weeks.