

## Open Work-Study Positions

<b>Position Title:</b>	Financial Aid Front Desk Assistant
<b>Department:</b>	Enrollment Services
<b>Job Level:</b>	3
<b>Pay Rate:</b>	\$15.50 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Must be detail-oriented and a quick learner.</li> <li>• Strong customer services skills are required.</li> <li>• Must be dependable and flexible with work schedule.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Basic office tasks such as answering phones and customer service. Greeting students entering the office.</li> <li>• Assist students at the front counter with questions related to Work-Study, Scholarships, and Student Loans, and the FAFSA application <ul style="list-style-type: none"> <li>• Performs related duties as assigned.</li> </ul> </li> </ul>
<b>Additional Information:</b>	This position is for the 11am to 3pm shift Tuesdays and Thursdays. Resumes are required.

<b>Position Title:</b>	Athletic Field Maintenance
<b>Department:</b>	Athletics
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.50 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Must be dependable with reliable transportation.</li> <li>• Strong customer services skills are required.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Maintains the athletic facilities for the department of athletics and physical education. <ul style="list-style-type: none"> <li>• field, court, and mat take down</li> </ul> </li> <li>• General preservation of care and facilities <ul style="list-style-type: none"> <li>• Must be able to lift 50 pounds</li> <li>• Other duties as assigned.</li> </ul> </li> </ul>
<b>Additional Information:</b>	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.

<b>Position Title:</b>	Athletic Trainer Assistant
<b>Department:</b>	Athletics
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00

<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Must be dependable with reliable transportation.</li> <li>• Strong customer services skills are required.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Set-up and breakdown for athletic events <ul style="list-style-type: none"> <li>• Maintenance of equipment</li> <li>• Sanitation</li> </ul> </li> <li>• Data input of athletic injuries</li> <li>• Other duties as assigned</li> </ul>
<b>Additional Information:</b>	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.

<b>Position Title:</b>	Transfer Center Student Assistant
<b>Department:</b>	Transfer Center
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Excellent communication and writing skills</li> <li>• Ability to learn about Transfer Center resources</li> <li>• Ability to use the internet and social media platforms</li> <li>• Excellent communication skills.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Assist Transfer Center staff by serving as a Transfer Center student-ambassador. Answer student questions and share transferring resources with students, when needed.</li> <li>• Update Transfer Center social media sights with Transfer Center events, workshops, and transferring resources.</li> <li>• Assist in creating Transfer Center Newsletter to promote Transfer Center events, workshops, and transferring resources.</li> <li>• Organize Transfer Center materials for Triton students.</li> </ul>
<b>Additional Information:</b>	This position is for eight hours a week for thirty two weeks.

<b>Position Title:</b>	Retired and Senior Volunteer Program
<b>Department:</b>	R.S.V.P.
<b>Job Level:</b>	2
<b>Pay Rate:</b>	\$15.00 per hour

<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• At least an intermediate proficiency level in working with a computer, including using the internet, sending e-mails, using social media, and software programs such as Microsoft Office Suite (Word, Excel, &amp; Publisher).</li> <li>• Work experience in an office setting performing general office duties such as answering phones, making copies, sending e-mails, making appointments, and documenting/monitoring tasks to completion. <ul style="list-style-type: none"> <li>• Excellent interpersonal communication skills.</li> </ul> </li> <li>• The ability to work independently and collaboratively in a team. <ul style="list-style-type: none"> <li>• Be able to comfortably lift approximately 35 lbs.</li> <li>• Attention to detail.</li> <li>• Organizational management skills.</li> </ul> </li> <li>• Ability to adapt to and learn new technologies.</li> <li>• Possess multitasking, organizational, and time management skills.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Perform general office support duties, including but not limited to welcoming visitors, answering/transferring telephone calls, making copies, filing, preparing mailings, referring individuals and inquiries to appropriate personnel, and disseminating department and institution information as necessary.</li> <li>• Complete routine word processing tasks such as preparing correspondence, meeting materials, typing meeting minutes, etc.</li> <li>• Collect documentation and paperwork from community partners. <ul style="list-style-type: none"> <li>• Assist with RSVP events, meetings, projects, and activities.</li> <li>• Assist with the quarterly newsletter.</li> </ul> </li> <li>• Performs other job-related duties as assigned by the supervisor.</li> </ul>
<b>Additional Information:</b>	<p>This position is for eight hours a week for 32 weeks.</p> <p>Daytime- Flexible</p>