

JOB DESCRIPTION

Department: TRIO Student Support Services

Job Title: TRIO Student Support Services Worker

Job Summary:

We are seeking a friendly and tech-savvy student to join our TRIO Student Support Services team as a Student Worker. This role will allow you to develop valuable communication and administrative skills while supporting the SSS program's day-to-day operations. TRIO students are preferred, but all are welcome to apply.

Note: Federal work-study award is required to apply for this position. If you are unsure of your eligibility, please contact the Financial Aid Office in E101.

Description of Job Duties:

- Perform general clerical and receptionist tasks that support the SSS program.
- Serve as the initial point of contact for students and staff making inquiries about the SSS program.
- Answer phone calls professionally and schedule appointments for students.
- Assist students who visit the Student Success Center and provide computer assistance.
- Follow up on missed appointments and contact students for rescheduling.
- Prepare mass mailings and monitor the equipment lending program.
- Perform other duties as assigned.

Specific Experience and Skills Required:

- Friendly demeanor and good communication skills, both over the phone and in person.
- Ability to type efficiently.
- Working knowledge of computer systems and software, including word processing.
- Ability to complete basic office tasks.

Licenses or Training Required:

None.

Hours Needed to Work:

The office is open Monday through Friday from 8:00 am – 5:00 pm. The working hours may vary within this time frame based on the needs of the department.