

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:	Athletic Trainer Assistant
Department:	Athletics
Job Level:	1
Pay Rate:	\$15.00
Skills and Aptitudes:	• Must be dependable with reliable transportation. • Strong customer services skills are required.
Duties and Functions:	• Set-up and breakdown for athletic events • Maintenance of equipment • Sanitation • Data input of althletic injuries • Other duites as assigned

Additional Information:	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.
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