

Open Work-Study Positions

Position Title:	Health-Sports-Exercise-Science
Department:	Health and Science
Job Level:	1
Pay Rate:	\$14.05 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Computer knowledge and Microsoft Office experience.
Duties and Functions:	<ul style="list-style-type: none"> • Light typing and answering phones. • Deliveries on campus. • Light office tasks. • Performs related duties as assigned.
Additional Information:	This position is for 14 hours a week for 33 weeks.

Position Title:	Nursing Department Assistant
Department:	Nursing Department
Job Level:	3
Pay Rate:	\$14.50 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Computer knowledge and Microsoft Office experience. • Must be a 3rd or 4th semester Nursing Program student.
Duties and Functions:	<ul style="list-style-type: none"> • Help nursing students with nursing skills. • Assist with preparing lab room set up and breakdown. • Assist students and faculty with simulations, ensuring they understand the objectives and procedures. • Offer constructive feedback to peers during skills practice sessions. • Ensure all equipment is working and the lab remains organized and safe. • Performs related duties as assigned.
Additional Information:	This position is 10 hours per week for a total of thirty-three weeks.

Position Title:	Testing Center - Enrollment Services Assistant
Department:	Enrollment Services
Job Level:	1
Pay Rate:	\$14.25 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Must be organized with a strong attention to detail. • Able to file Alpha and Numeric order. • Ability to handle confidential information in a sensitive manner. • Excellent communication skills.
Duties and Functions:	<ul style="list-style-type: none"> • Perform general office support duties as assigned • Complete routine and complex word processing duties such as preparing correspondence, reports, memos, meeting materials, presentations, etc. Edit materials for grammar and content, and proofread completed documents prior to distribution. • Processing General Petitions for students and communication.
Additional Information:	This position is for ten hours a week for 33 weeks.

Position Title:	Office Clerk
Department:	Continuing Education
Job Level:	1
Pay Rate:	\$14.05 per hour
Skills and Aptitudes:	<p>Ability to support the College's mission by demonstrating a(n):</p> <ul style="list-style-type: none"> • Desire to aid in student and client satisfaction • Commitment to being detailed oriented <ul style="list-style-type: none"> • Eagerness to report to work with an energetic, "can do" disposition • Passion for providing high-quality customer service skills in efforts to attract and retain students and clients • Understanding of a fast-paced work environment and what is needed to successfully multi-task • Working knowledge of Microsoft Office, such as Word and Excel
Duties and Functions:	<p>Serves as frontline personnel by:</p> <ul style="list-style-type: none"> • Politely and professionally greeting all students, clients, faculty, and staff that enter the office • Politely and professionally answering phones and directing calls to the appropriate staff member or department <ul style="list-style-type: none"> • Providing students with assistance on course registration • Conducting courtesy calls to students to provide course updates and/or gather necessary information <ul style="list-style-type: none"> • Assisting with general office tasks such as prepare student evaluations, folders, and other duties as assigned
Additional Information:	This position is ten hours per week for thirty-six weeks

Position Title:	Children's Programming Assistant
Department:	Continuing Education
Job Level:	1
Pay Rate:	\$14.05 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Knowledge of office procedures and practices, including file systems, receptionist, and telephone techniques. • Knowledge of Excel spreadsheets. • Knowledge of business English vocabulary, punctuation and grammar. • Filing methods, office machines, including data processing equipment, such as computer terminals, printers, and word processors, ability to meet the public. • Must work 1 late evening a week until 7:00 pm. • Bilingual Spanish preferred, but not required. • Must be flexible with work schedule • Must be able to communicate effectively and conduct one's self in a professional manner. knowledge of office procedures and practices, including file systems, receptionist, and telephone techniques.
Duties and Functions:	<ul style="list-style-type: none"> • Assist with children's programming in the Continuing Education Office. • Assist with placement and registration of students into appropriate course work. • Assist program facilitator, as needed, with in-class activities including reading and math tutoring.
Additional Information:	This position is for ten hours per week.

Position Title:	Admissions Clerk
Department:	Enrollment Services
Job Level:	1
Pay Rate:	\$14.05 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Answer admission phones. • Take requests for curriculum and general information. • Other duties as assigned.
Additional Information:	This is a Triton Work-Study position. This position is for ten hours a week for forty weeks.

Position Title:	Literacy Assistant
Department:	ABC/ Literacy
Job Level:	2
Pay Rate:	\$14.25 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Basic office skills such as filing. • Ability to stand for long periods of time. • Bilingual English/Spanish or English/Polish or English/Ukrainian
Duties and Functions:	<ul style="list-style-type: none"> • Assist with data entry. • Assist in preparation for CASAS exams. • Assist in moving files and shredding paperwork. • Performs related duties as assigned. • This is a morning & evening shift position.
Additional Information:	<p>This position is for eight hours a week for thirty-three weeks. Please drop resumes off at the Adult Education Office (A-205).</p>