



TRIO STUDENT SUPPORT SERVICES (SSS)

Student worker

We're 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.

Federal work-study award is required to apply for this position. If you're unsure of your eligibility, email [Financial Aid](#), call 309.341.5283, or stop by 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 & skills required

- Friendly demeanor and good communication skills, both on 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 a.m.–5 p.m. The working hours may vary within this time frame based on the needs of the department.