

**JOB TITLE:** TRIO Office Assistant

**WORK AREA:** TRIO Student Support Services Program

**AREA HOURS:** 10 to 20 hours per week

**JOB RESPONSIBILITIES, DUTIES:**

Student will work with staff members in the SSS area. Work responsibilities will include general office duties, i.e., typing, computer work, filing, prepare mailings, special projects, bulletin board displays, pick up and deliver mail daily.

**PERFORMANCE EXPECTATIONS/CONDUCT:**

Must be prompt, reliable, enthusiastic, and a self-starter. Must be able to work independently and follow written instructions. Must relate and communicate effectively with students and staff. Student is expected to work their designated hours. A 15-minute break is allowed during a 4-hour shift. Office and computer experience is helpful. The student is expected to act in a professional manner as well as dress conservatively and suitably for work. There will be times when some of the responsibilities asked will contain confidential information; the student is reminded that the information remain confidential. Please do not invite friends to stop by and see you while you are working.

Will this position require any driving of RCTC's State owned vehicles or a personal vehicle?

☐ Yes ☒ No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

**NUMBER OF STUDENT'S NEEDED:**

(Assume 10-15 hours per student.)

1-2 Academic Year

Summer (June-August)

**TYPICAL WORK HOURS:**

(Check all that apply)

☒ Daytime ☐ Evening ☐ Weekends

**PERFORMANCE REVIEW:**

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

Contact Person: Jason Bonde SSS Director and Easton McCreedy, TRIO Academic Advisor

Location: SS 160 and SS174

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