

**Job Title: Office Assistant****Division: TRIO Student Support Services**

Description: Intern will support TRIO SSS staff by engaging with participants in-person, via email and phone. The intern will be responsible for managing office files, posting flyers around campus, and assisting with events. The intern must be detail oriented, trustworthy, have a desire to work in management/administration and possess strong communication and organizational skills.

Interviews: Interviews will be held in person beginning Fall 2025. Students should submit a resume to sssprogram@shc.edu for review.

Qualifications: Full time student at Spring Hill College, Minimum GPA of 2.5, and work study eligible.

Rate of Pay: \$10.00 per hour

Requirement: Office Assistant must commit to a minimum of five (5) hours per week with a max of (10) hours per week. *Work hours may not be during scheduled classes.
Must be able to work in the Fall and Spring semesters.

Desired Competencies:

Oral/Written Communication
Teamwork/Collaboration
Professionalism/Work Ethic
Critical Thinking/Problem Solving
Leadership
Digital Technology

Responsibilities:

1. Interact with participants and visitors of the TRIO Department in a friendly, inclusive, and professional manner.
2. Communicate clearly and effectively with internal and external audiences on office practices, policies, and procedures.
3. Learn to operate a business phone, including identifying calls from multiple lines, placing calls on hold, transferring calls etc.
4. Supporting administrative tasks that go along with the internship position and other clerical duties as assigned by the supervisor.
5. Maintain and update records in the TRIO Office and process work orders for residents.
6. Positive, friendly, and sense of humor strongly encouraged
7. Familiarity with resources and facilities of the College.