Student Support Services (SSS) is a federally funded TRIO program housed within University College in the Center of Undergraduate Excellence. Our program provides holistic support for first generation, designated income, and students registered with Student Accessibility Services. We provide a home away from home experience and foster student success by providing direct academic support, encouraging active campus engagement, and assisting with challenges that participants may experience.

Student Assistants will:
- Establish and maintain positive daily routines and habits
- Increase their involvement on campus by attending events, joining student organizations and/or volunteering
- Serve as receptionist, which includes answering phones, recording messages, and greeting and assisting students and other visitors as they enter CUE 111
- Provide office support including typing, data entry, copying, faxing, filing, preparing and/or hanging flyers or bulletin boards, and other support as needed (e.g., help prepare for or staff a program hosted by SSS, internet searches)
- Assure that the desk area and the computer labs are in order and include restocking pamphlets
- Social Media (see Social Media Plan)
- Other duties as assigned

Expectations:
- Assist with programming and/or workshops as requested by your Immediate Supervisor
- Perform other duties as assigned by your Immediate Supervisor

Qualifications:
- Desire to help students succeed
- Full time undergraduate student with at least one academic semester completed
- Strong verbal and written communication skills

Preferred Qualifications:
- Student Support Services participant
- Sophomore or junior standing

Time Commitment:
- Approximately 5-20 hours per week
- Office hours are Monday-Thursday 8:00a-7:00p and Friday from 8:00a-5:00p but you are scheduled based on your availability

Required Training:
- Participate in introductory and ongoing training

Compensation for this Position:
- Starting wage: $8.25/hour