



HONORS STUDENT OFFICE ASSISTANT

Fall 2024 Honors Student Leadership Team

Role	Honors Student Office Assistants provide organizational support and clerical assistance to the Honors Program office. Serve as a knowledgeable representative of the Honors Program.
Description	<p>Honors Student Office Assistants will:</p> <ul style="list-style-type: none"> • Contribute to a welcoming environment within the Honors Program office. • Serve as the office receptionist while on duty, which includes welcoming guests, answering questions about the Honors Program, and answering phone calls. • Complete clerical tasks as assigned during work shifts. • Check in students for appointments. • Organize materials for Honors Mindset Seminar, which may include copying and collating handouts. • Assist with other duties, as assigned. <p>Preference is given to students who have blocks of time (2-3 hours) available, as well as availability to cover a lunch hour.</p> <p>This position is for the fall semester only. Continuing for the spring semester is possible though contingent on performance as well as student availability.</p>
Benefits	<ul style="list-style-type: none"> ✓ \$14 per hour. ✓ Build relationships with students and staff. ✓ Enhance skills in: working in a professional office environment, communication, time management, organization.
Hours per Week	Approximately 4-8 hours per week, which will include a consistent weekly schedule. Additional hours may be possible and could vary based on staff and office needs.
Contact Information	<p>Christie Martin</p> <p>Email: cmproct@ilstu.edu</p>